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ABSTRACT

As an aid to library administrators, professional staffs, and officials in making comparative evaluations of their own organization's position descriptions and in developing new position descriptions and classification specifications, this document describes 72 library-related positions and divides them into two major groups of classifications: ten library classifications and five non-library classifications. The library classifications range from Library Director to Library Aide; the non-library classifications cover Administrative Assistant III through Monitor. Examples of job titles are Film Projectionist, Bindery Clerk, Circulation Control Supervisor, Graphic Designer, Young Adult Librarian, Volunteer Assistance Coordinator, Exhibits Librarian, Community Services Librarian, Librarian for Srvice to the Spanish Speaking, and Coordinator of Adult Services. The position descriptions developed in this study follow the standard pattern of listing the various duties required in the position; a job summary and a responsibility relationship statement are also included. In order to determine the essential make-up of the position described, the percentage of time spent on each duty is indicated and the duties are ranked by this percentage. Two organizational charts and an index to job titles are provided. (Author/JD)

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LIBRARY POSITION DESCRIPTIONS

SECOND EDITION

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Library Position Descriptions, 2d ed.

200 WORD ABSTRACT

This study is the second edition of Library Position Descriptions, first published in 1970 (ED 04625).

The 72 positions described are arranged by classification. Ten Library classifications, from Library Director to Library Aide, and five non-Library classifications are included. Examples of job titles are Film Projectionist, Bindery Clerk, Circulation Control Supervisor, Graphic Designer, Young Adult Librarian, Volunteer Assistance Coordinator, Exhibits Librarian, Community Services Librarian, Librarian for Service to the Spanish Speaking, and Coordinator of Adult Services.

The position descriptions developed in this study follow the standard pattern of listing the various duties required in the position. A job summary and a responsibility relationship statement are also included. In order to determine the essential make-up of the position described, the percentage of time spent on each duty is indicated and the duties ranked by this percentage. Two organization tables and an index to job titles add to the study's usefulness.

This study should be useful as an aid to library administrators, professional staffs, and officials in making comparative evaluations of their own organization's position descriptions and in developing new position descriptions and classification specifications. It may also serve as a guide to enable personnel managers and analysts to better understand the types and variety of library positions.

10/22/79

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INTRODUCTION

This study is the second edition of Library Position Descriptions, first published in 1970 as a revision of an earlier study, Library Organization, Positions, and Relationships.

Positions have changed considerably since 1970 and a revision is long overdue. In addition, there have been numerous requests for revision by users of the earlier edition. The Inglewood Public Library publishes a series of manuals, all of which contain position descriptions when applicable. In each of these manuals, position descriptions pertaining to that library function or activity have been revised and new positions developed as required. By this means most positions have been updated, but the need for a comprehensive revision of all positions still exists.

The Library administrative staff worked closely with each division head in revising position descriptions relating to that division's function. Position descriptions were then arranged by classification and reviewed by the division heads as a group. This method was especially important in insuring that all tasks for positions in each classification were on the same level and that their tasks were consistently stated. Reaction from the group representing a variety of positions in one classification was especially important.

Position descriptions in this study are arranged according to classification rather than by Library division or function as they were in the earlier edition.

This study should be useful in a number of ways:

(1) It may aid library administrators, professional staffs, and officials in making comparative evaluations of their own position descriptions.

(2) It may aid library administrators and others involved in developing new position descriptions and classification specifications.

(3) It may serve as a guide to enable personnel managers and analysts to understand the types and variety of library positions.

(4) It may serve as a guide and instructional manual for library staff.

(5) It can be used to review a position, either by an employee on the job or the employee's supervisor.

(6) It may provide material for use in library schools.

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LIBRARY ORGANIZATION AND POSITION DESCRIPTIONS

CONTENTS OF THIS CHAPTER

LIBRARY ORGANIZATION
POSITION DESCRIPTIONS
RESPONSIBILITY RELATIONSHIPS
TIME SPENT IN EACH JOB DUTY
FULL-TIME AND PART-TIME POSITIONS
POSITIONS NOT ASSIGNED
SUPERVISION
LIBRARY POSITIONS ARRANGED BY DIVISION OR MAJOR ACTIVITY
LIBRARY POSITIONS ARRANGED BY CLASSIFICATION

LIBRARY ORGANIZATION

The Inglewood Public Library is a department of the City (population 90,000) and is administered by the Library Director, a City department head. There is also a Library Board which is advisory to the City Council. The Library Department exists on the same equal basis as other City departments and conforms to normal City policies and procedures. A table of organizations and a chart indicating the main functions of the Library and how services and support activities relate follow.

The City Personnel Department is basically concerned with classification specifications. The 72 position descriptions included in this study were developed by the Library. In most cases several position descriptions are included for each classification. A "Librarian" classification may include a Children's Librarian, Reference Librarian I, Young Adult Librarian, etc.

POSITION DESCRIPTIONS

The position descriptions developed in this study follow the standard pattern of listing the various duties required in the position. A job summary, percentage account of each duty, and a relationship statement are also included.

RESPONSIBILITY RELATIONSHIPS

In describing selected duties in the position description we have used responsibility relationships, a concept developed by Robert D. Melcher, president of Management Responsibility Guidance Corporation. Responsibility relationships — if they apply — are the relationships to another area of activity. Each duty has been analyzed with respect to personnel in another area of activity who (1) must be consulted, (2) may be consulted, or (3) must be notified. These responsibilty relationships do not include (1) the person to whom the employee reports, (2) those the employee may supervise, or (3) anyone else in the same division or activity.

TIME SPENT IN EACH JOB DUTY

In order to determine the essential make-up of the position described, a percentage account of each duty (even though in some cases approximate) is desirable. In each position description, therefore, the time spent on each duty is indicated and the duties ranked by this percentage. This indicates only "time spent" and has no direct relationship to the importance of the duty. This percentage reflects the amount of time spent over an extended length of time, and might vary considerably from day to day and week to week. If an employee working 40 hours a week, for example, reviews time worked records for two hours once a week, the percentage would be five percent. If a part-time employee working 20 hours a week also reviewed time worked records for two hours, the percentage would be 10. Some job duties may require less than one percent of the employee's time but are included to give a complete picture of the duties performed.

A table for determining time spent from percentages noted for each duty follows:

	Time spent in hours	
Percent	40 hour position	20 hour position
100	40	20
50	20	10
40	16	8
30	12	6
20	8	4
10	4	2
5	2	1
3	1.2	.6
1	.4	.2

FULL-TIME AND PART-TIME POSITIONS

Positions described in this study reflect (1) full-time positions, (2) part-time positions, and (3) part-time assignments, two or more of which may be performed by a full-time or part-time employee.

Two positions are part-time only — Library Aide (in all categories) and Librarian Trainee.

The Library Administrative Assistant, the Community Services Librarian, the Librarian for Service to the Spanish Speaking, and the Young Adult Librarian are examples of positions in which the person holding the position may also serve as a reference librarian. The Information Supervisor and the Community Services Assistant also serve as Information Assistants. The Bindery Clerk may be any Library Clerk in the

Technical Services Division. Inter-divisional positions such as the Data Processing Coordinator or Volunteer Assistance Coordinator are assigned to full-time professional staff in addition to their regular position.

POSITIONS NOT ASSIGNED

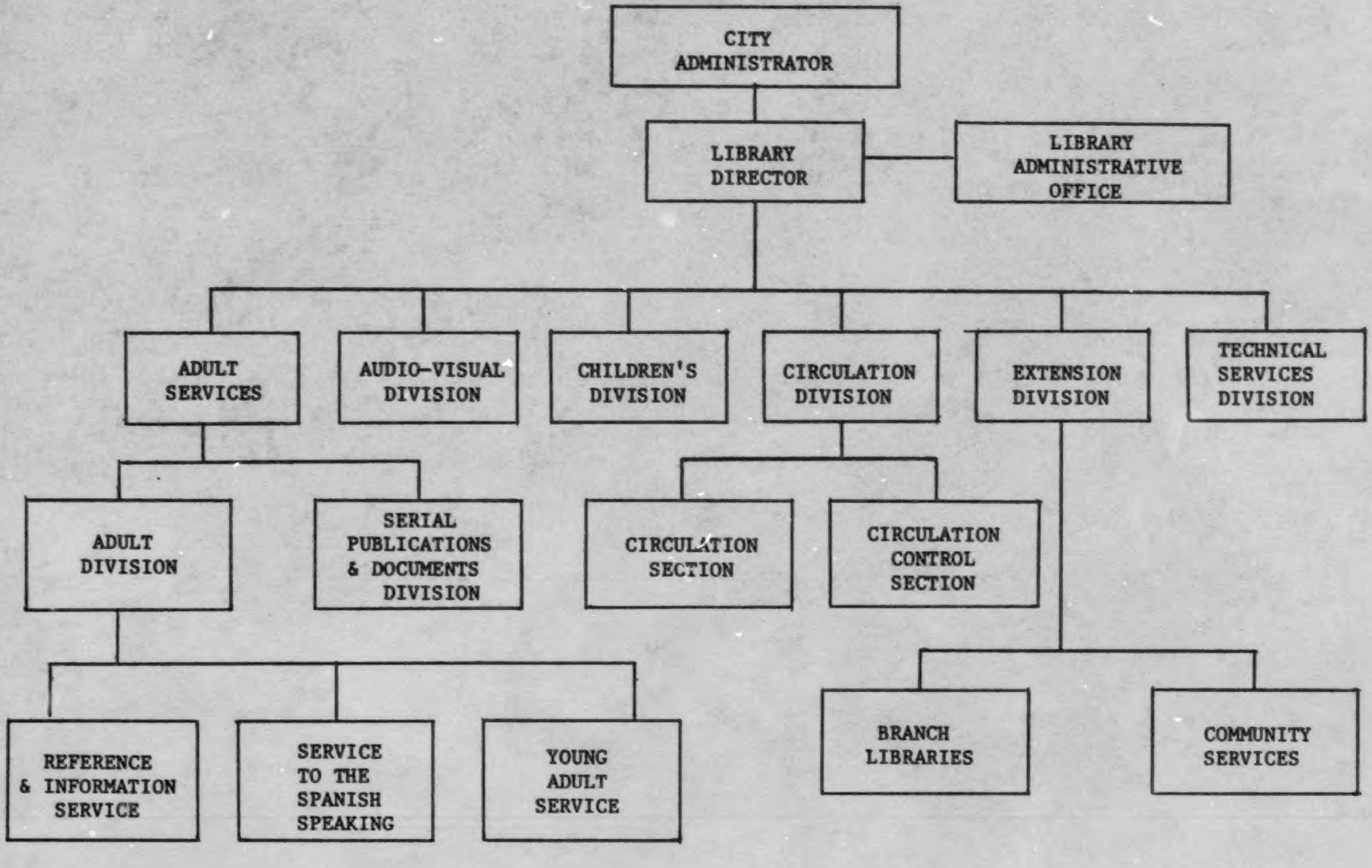
Some position descriptions which the Library does not have are included. As of this printing the classification of Principal Librarian (Coordinator of Adult Services), has not been approved. Positions for which a position description is available but which have not been filled include Bibliographic Clerk, Children's Library Aide, Community Services Aide, Graphic Designer, Library Messenger, Reference Aide, Spanish Services Clerk, and Young Adult Clerk.

SUPERVISION

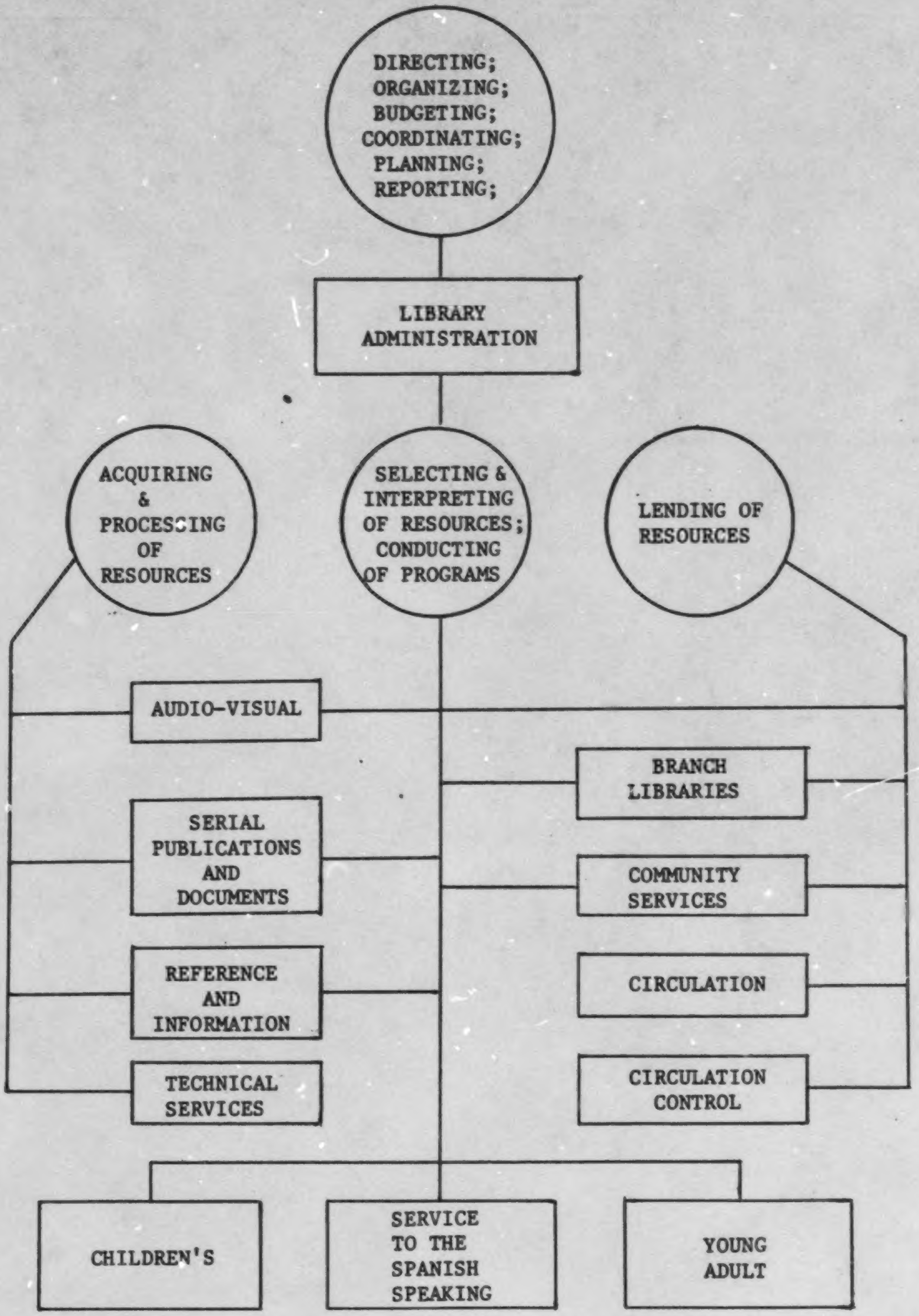
"Supervises," as indicated at the head of each position, refers to those employees assigned for direct day-to-day supervision. Many other employees may be called upon to supervise in certain circumstances but this is not shown because of its temporary nature.

The supervision of volunteers, including consultation with the Volunteer Assistance Coordinator, could generally be assigned to those employees who supervise others and therefore is not shown in the position descriptions.

TABLE OF ORGANIZATION


CITY ADMINISTRATOR
LIBRARY DIRECTOR
LIBRARY ADMINISTRATIVE OFFICE
ADULT SERVICES
AUDIO-VISUAL DIVISION
CHILDREN'S DIVISION
CIRCULATION DIVISION
EXTENSION DIVISION
TECHNICAL SERVICES DIVISION
ADULT DIVISION
SERIAL PUBLICATIONS & DOCUMENTS DIVISION
CIRCULATION SECTION
CIRCULATION CONTROL SECTION
REFERENCE & INFORMATION SERVICE
SERVICE TO THE SPANISH SPEAKING
YOUNG ADULT SERVICE
BRANCH LIBRARIES
COMMUNITY SERVICES

MAJOR FUNCTIONS OF THE LIBRARY: HOW DIVISION ☐ AND ACTIVITIES ○ RELATE


DIRECTING; ORGANIZING; BUDGETING; COORDINATING; PLANNING; REPORTING;
LIBRARY ADMINISTRATION
ACQUIRING & PROCESSING OF RESOURCES
SELECTING & INTERPRETING OF RESOURCES; CONDUCTING OF PROGRAMS
LENDING OF RESOURCES
AUDIO-VISUAL
BRANCH LIBRARIES
SERIAL PUBLICATIONS AND DOCUMENTS
COMMUNITY SERVICES
REFERENCE AND INFORMATION
CIRCULATION
TECHNICAL SERVICES
CIRCULATION CONTROL
CHILDREN'S
SERVICE TO THE SPANISH SPEAKING
YOUNG ADULT

LIBRARY POSITIONS ARRANGED BY DIVISION OR MAJOR ACTIVITY

Job title	Classification
Administrative Office	
Library Director	Library Director
Library Administrative Assistant	Administrative Asst. III
Secretary to the Library Director	Secretary
Library Office Clerk	Senior Clerk Typist
Library Delivery Clerk	Stores Clerk
Adult	
Coordinator of Adult Services	Principal Librarian
Head — Reference and Information Services	Senior Librarian
Librarian for Service to the Spanish Speaking	Associate Librarian
Reference Librarian II	Associate Librarian
Adult Services Program Librarian	Librarian
Reference Librarian I	Librarian
Young Adult Librarian	Librarian
Information Supervisor	Library Supervisor
Information Assistant	Senior Library Clerk
Spanish Service Clerk	Library Clerk
Young Adult Clerk	Library Clerk
Reference Aide	Library Aide
Audio-visual	
Head — Audio-visual Division	Senior Librarian
Audio-visual Librarian	Librarian
Exhibits Librarian	Librarian
Audio-visual Assistant	Senior Library Clerk
Audio-visual Clerk	Library Clerk
Graphic Designer	Library Clerk
Audio-visual Aide	Library Aide
Film Projectionist	Library Aide
Children's	
Head — Children's Division	Senior Librarian
Children's School Services Librarian	Associate Librarian
Children's Special Services Librarian	Associate Librarian
Children's Librarian	Librarian
Children's Librarian Trainee	Librarian Trainee
Children's Assistant	Senior Library Clerk
Children's Library Aide	Library Aide
Circulation	
Head — Circulation Division	Associate Librarian
Circulation Supervisor (main library)	Library Supervisor
Stack Maintenance Assistant	Senior Library Clerk
Circulation Clerk (main library)	Library Clerk
Interlibrary Loan Clerk	Library Clerk
Reserve Control Clerk	Library Clerk
Library Monitor	Monitor
Circulation Aide	Library Aide

Job title	Classification
Circulation Control	
Circulation Control Supervisor	Library Supervisor
Circulation Control Clerk	Library Clerk
Library Messenger	Library Clerk
Extension	
Head — Extension Division	Senior Librarian
Branch Librarian	Associate Librarian
Community Services Librarian	Librarian
Reference Librarian (branch library)	Librarian
Circulation Supervisor (branch library)	Library Supervisor
Community Services Assistant	Senior Library Clerk
Circulation Clerk (branch library)	Library Clerk
Circulation Aide (branch library)	Library Aide
Community Services Aide	Library Aide
Serial Publications and Documents	
Head — Serial Publications and Documents Division	Senior Librarian
Documents Assistant	Senior Library Clerk
Serial Publications Assistant	Senior Library Clerk
Serials and Documents Processing Clerk	Library Clerk
Serials and Documents Aide	Library Aide
Technical Services	
Head — Technical Services Division	Senior Librarian
Technical Services Librarian	Librarian
Order-receiving Supervisor	Library Supervisor
Order-receiving Bookkeeper	Senior Library Clerk
Adult Subject Collection Clerk	Library Clerk
Adult Subject Collection Maintenance Clerk	Library Clerk
Bibliographic Clerk	Library Clerk
Bindery Clerk	Library Clerk
Multimedia Materials Clerk	Library Clerk
Multimedia Materials Processing Clerk	Library Clerk
Order-receiving Clerk	Library Clerk
Technical Services Aide	Library Aide
Interdivisional	
Data Processing Coordinator	Associate Librarian
Volunteer Assistance Coordinator	Librarian
Librarian Trainee	Librarian Trainee

LIBRARY POSITIONS ARRANGED BY CLASSIFICATION — LIBRARY CLASSIFICATION

Library Director

Library Director

Principal Librarian

Coordinator of Adult Services

Senior Librarian

Head — Audio-visual Division
Head — Children's Division
Head — Extension Division
Head — Reference and Information Services
Head — Serial Publications and Documents Division
Head — Technical Services Division

Associate Librarian

Branch Librarian
Children's School Services Librarian
Children's Special Services Librarian
Data Processing Coordinator
Head — Circulation Division
Librarian for Service to the Spanish Speaking
Reference Librarian II

Librarian

Adult Services Program Librarian
Audio-visual Librarian
Children's Librarian
Community Services Librarian
Exhibits Librarian
Reference Librarian I
Reference Librarian (branch library)
Technical Services Librarian
Volunteer Assistance Coordinator
Young Adult Librarian

Librarian Trainee

Children's Librarian Trainee
Librarian Trainee

Library Supervisor

Circulation Control Supervisor
Circulation Supervisor (branch library)
Circulation Supervisor (main library)
Information Supervisor
Order-receiving Supervisor

Senior Library Clerk

Audio-visual Assistant
Children's Assistant
Community Services Assistant
Documents Assistant
Information Assistant
Order-receiving bookkeeper
Serial Publications Assistant
Stack Maintenance Assistant

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Library Clerk

- Adult Subject Collection Clerk
- Adult Subject Collection Maintenance Clerk
- Audio-visual Clerk
- Bibliographic Clerk
- Bindery Clerk
- Circulation Clerk (branch library)
- Circulation Clerk (main library)
- Circulation Control Clerk
- Graphic Designer
- Interlibrary Loan Clerk
- Library Messenger
- Multimedia Materials Clerk
- Multimedia Materials Processing Clerk
- Order-receiving Clerk
- Reserve Control Clerk
- Serials and Documents Processing Clerk
- Spanish Service Clerk
- Young Adult Clerk

Library Aide

- Audio-visual Aide
- Children's Library Aide
- Circulation Aide (branch library)
- Circulation Aide (main library)
- Community Services Aide
- Film Projectionist
- Reference Aide
- Serials and Documents Aide
- Technical Services Aide

LIBRARY POSITIONS ARRANGED BY CLASSIFICATION — NON-LIBRARY CLASSIFICATIONS

Administrative Assistant III

- Library Administrative Assistant

Secretary

- Secretary to the Library Director

Senior Clerk Typist

- Library Office Clerk

Stores Clerk

- Library Delivery Clerk

Monitor

- Library Monitor

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LIBRARY CLASSIFICATIONS

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As previously noted, there are often several position descriptions for each classification. The following 10 Library classifications reflect 67 positions. The class specifications, originally developed in 1969, have been updated by the Library. Professional positions include Library Director and all classifications in the Librarian series including Librarian Trainee.

LIBRARY DIRECTOR

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CLASS SPECIFICATION

LIBRARY DIRECTOR

Nature of Work

This is administrative and professional work in directing the operation of the City library department.

Work involves performing and having the responsibility for planning, organizing, coordinating, and directing the operations of a library system which provides a high level of diversified services. Work is performed with a high degree of independent judgment and initiative within the general policy framework established by the City Administrator and the Library Board. Work is reviewed through evaluation of results obtained.

Illustrative Examples of Work

Establishes departmental policies and procedures; formulates policies and standards for the selection of library resources; recommends level of service to be offered.

Interprets library resources, services, and programs to the City Administrator, Library Board, city officials, and citizens.

Reviews divisional activities and procedures with staff.

Supervises preparation of the departmental budget and maintains budgetary controls.

Initiates, directs, and reviews studies concerning various aspects of library service.

Directs a public relations program including press and radio releases, exhibits, public speaking appearances, and articles in magazines and journals.

Attends meetings of the Library Board; advises and makes recommendations.

Serves as officer of various committees, commissions, and organizations.

Desirable Knowledges, Abilities, and Skills

Extensive knowledge of the principles, methods, and practices of modern public library administration.

Extensive knowledge of books and the book trade and other library materials.

Ability to ascertain the library needs of the community served and to develop a service policy responsive to those needs.

Ability to establish and maintain effective working relationships with employees, municipal officials, and the general public.

Ability to communicate clearly and concisely, orally and in writing.

LIBRARY DIRECTOR

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

Progressively responsible experience in professional library work including at least five years experience in library administration.

Job Title	LIBRARY DIRECTOR
Class Title	Library Director
Reports to	City Administrator
Supervises	Library division heads, administrative staff, Data Processing Coordinator, Volunteer Assistance Coordinator
Location	Main library

Summary. The Library Director directs the overall operation of the Library Department of the City.

Duties		Percent
1)	Directs and coordinates the activities of the various Library divisions concerning services, resources, and programs.	25
2)	Supervises and coordinates the Library personnel function; prepares and reviews performance evaluations; counsels employees; interviews applicants for positions.	15
3)	Prepares and administers the Department budget; supervises buildings and equipment; directs the purchase requisitioning of materials and services required for the operation of the Library.	10
4)	Reviews Library functions, procedures, and activities with Library staff.	10
5)	Prepares and edits memos, reports, and studies concerning all aspects of the Library operation.	8
6)	Directs and coordinates the selection, acquisition, processing, maintenance, and circulation of multimedia materials.	5
7)	Conducts in-service training of those reporting directly to the Director; conducts staff meetings.	5
8)	Does original library research and contributes new concepts in organization, procedure, equipment, and technology.	5
9)	Receives instruction and training; attends City staff meetings.	5
10)	Attends meetings and conferences; reads professional liteature; reviews and reports on new technological improvements.	3
11)	Directs and supervises an active continuing public relations program.	2

Duties		Percent
12)	Serves as resource person for the Library Board, Friends of the Library, community organizations, agencies, and institutions.	2
13)	Serves as film circuit commissioner and chairman or member of Library and City committees.	2
14)	Gives talks and presentations.	1
15)	Supervises the operation of the Library Administrative Office.	1
16)	Reports to City Administrator concerning problem areas and recommends policy changes.	1

PRINCIPAL LIBRARIAN

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CLASS SPECIFICATION

PRINCIPAL LIBRARIAN

Nature of Work

This is advanced professional and supervisory library work in coordinating and directing the activities of a service involving more than one division of the Library.

Work involves responsibility for supervising and participating in complicated technical work and includes the supervision of professional personnel in charge of divisions or services. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling assigning, and coordinating the work with that of other units. Instructions are usually limited to a statement of objectives and general priorities, and are reviewed through conferences and periodic evaluation of performance.

Illustrative Examples of Work

Directs the operations of several major divisions and services of the Library; schedules, assigns, and coordinates the work of professional division and service heads.

Coordinates the selection of adult books.

Directs and conducts multi-divisional in-service training programs.

Prepares studies and reports.

Prepares and reviews divisional budgets.

Desirable Knowledges, Abilities, and Skills

Thorough knowledge of the principles, practices, and techniques of modern library work with particular emphasis on the special fields of responsibility, and ability to apply this knowledge to the work situation.

Ability to plan, assign, and coordinate the work of division heads and other professional personnel.

Extensive knowledge and experience in the area of public library book selection.

Ability to establish and maintain effective working relationships with co-workers, patrons, and other contacted in the course of work.

Ability to communicate clearly and concisely, orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

Six years experience in professional library work, of which at least three should have been in a supervisory capacity.

Job Title	COORDINATOR OF ADULT SERVICES
Class Title	Principal Librarian
Reports to	Library Director
Supervises	Head — Reference and Information Service, Head — Serial Publications and Documents Division, Librarian for Service to the Spanish Speaking, Young Adult Librarian, and Adult Services Program Librarian
Location	Main library

Summary. The Coordinator of Adult Services administers the Library's Adult Division, which includes Reference and Information Service, Service to the Spanish Speaking, Young Adult Service, and the Serial Publications and Documents Division; acts as Adult Book Coordinator.

Duties — Percent

1) Reviews, selects, and coordinates the selection of adult books and information file materials. 35

May consult branch librarians.

2) Administers the operation of the Reference and Information Service. 15

May consult Library Administrative Office.

3) Administers the operation of the Serial Publications and Documents Division. 15

May consult Library Administrative Office.

4) Attends meetings and conferences; reads professional literature; visits libraries and other installations; is aware of new library resources, trends, and practices. 5

5) Receives instruction and training; attends staff meetings. 5

6) Recommends to the Library Director policies and procedures relating to the Adult Division and the Serial Publications and Documents Division. 4

May consult Library Administrative Office.

7) Reviews personnel records; prepares and reviews performance evaluations; counsels employees; interviews applicants for positions. 3

Must notify Library Administrative Office.

8) Conducts in-service training of those reporting directly to the Coordinator; conducts staff meetings. 3

Duties		Percent
9)	Reviews Division schedules, work assignments, and time worked records. May consult Library Administrative Office.	3
10)	Administers the operation of the Service to the Spanish Speaking. May consult Library Administrative Office.	2
11)	Administers the operation of the Young Adult Service. May consult Library Administrative Office.	2
12)	Coordinates Adult Division and Serial Publications and Documents Division functions with those of other divisions. Must consult Library Division heads.	2
13)	Prepares and coordinates Division budgets; reviews and reports on budgets periodically. Must consult Library Administrative Office.	2
14)	Prepares studies and reports.	2
15)	Reports on problem areas and recommends policy and procedural changes. May consult Library Administrative Office.	2

SENIOR LIBRARIAN

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CLASS SPECIFICATION

SENIOR LIBRARIAN

Nature of Work

This is advanced professional and supervisory library work in directing the activities of a major division of the Library.

Work involves responsibility for supervising and participating in more complicated technical work and includes the supervision of professional and nonprofessional personnel. Duties include directing a major division of the library system and coordinating major service programs. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning, and coordinating the work with that of other units. Instructions are usually limited to a statement of objectives and general priorities, and are reviewed through conferences and periodic evaluation of performance.

Illustrative Examples of Work

Directs the operations of a major division or service of the Library; schedules and assigns the work of professional and nonprofessional personnel.

Recommends the purchase of materials for the Library system.

Directs and conducts divisional in-service training programs.

Prepares studies and reports.

Prepares and reviews divisional budget.

Desirable Knowledges, Abilities and Skills

Thorough knowledge of the principles, practices, and techniques of modern library work with particular emphasis on the special field of assignment, and ability to apply this knowledge to the work situation.

Ability to plan, assign, and coordinate the work of subordinate professional and nonprofessional personnel.

Ability to establish and maintain effective working relationships with co-workers, patrons, and others contacted in the course of work.

Ability to communicate clearly and concisely, orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

Four years experience in professional library work.

Job Title	HEAD — AUDIO-VISUAL DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Audio-visual Librarian, Exhibits Librarian, Audio-visual Assistants
Location	Main library

Summary. The Head — Audio-visual Division directs the Audio-visual Division; develops programs utilizing audio-visual equipment and resources; directs the exhibits program.

Duties		Percent
1)	Plans and conducts film programs and coordinates programs with other Library divisions.	15
	May consult staff of other divisions and City departments.	
2)	Supervises and directs the supervision of Audio-visual personnel; prepares schedules and work assignments.	10
3)	Selects and orders sound recordings, films, art reproductions, pictures, music scores, and other audio-visual materials.	10
	May consult staff of other divisions.	
4)	Attends meetings and conferences; reads professional literature; meets with sales representatives; visits libraries and installations; reviews and reports on new technological developments.	10
5)	Directs processing, evaluation, and circulation of audio-visual materials.	10
	May consult staff of other divisions.	
6)	Attends film circuit preview and business meetings.	8
7)	Coordinates the Audio-visual function with other divisions of the Library.	5
	Must consult professional staff of other divisions.	
8)	Interprets audio-visual resources and services to the staff and public.	5
9)	Receives instruction and training; attends staff meetings.	5

HEAD — AUDIO-VISUAL DIVISION

Duties		Percent
10)	Prepares reports and studies.	3
11)	Directs in-service training for Division personnel and personnel of other divisions as required; conducts in-service training of those reporting directly; conducts staff meetings. May consult Library Administrative Office.	3
12)	Evaluates audio-visual equipment and makes recommendations for purchase. May consult professional staff of other divisions.	2
13)	Supervises special projects including inventories.	2
14)	Prepares Division budget; reviews and reports on budget periodically. Must consult Library Administrative Office.	2
15)	Reviews personnel records; prepares and reviews performance evaluations; counsels Division employees; interviews applicants for positions. Must notify Library Administrative Office.	2
16)	Reviews time worked records. May consult Library Administrative Office.	1
17)	Supervises Exhibits Librarian and coordinates exhibits and displays.	1
18)	Directs maintenance and repair of audio-visual equipment. May consult Library Administrative Office.	1
19)	Supervises the maintenance of audio-visual catalogs and records. May consult staff of other divisions.	1
20)	Supervises the maintenance of audio-visual statistics and records.	1
21)	Inspects and reviews the condition of the audio-visual area.	1
22)	Formulates Audio-visual policies and procedures. May consult staff of other divisions.	1
23)	Reports on problem areas and recommends policy and procedural changes. May consult Library Administrative Office.	1

Job Title	HEAD — CHILDREN'S DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Children's Division Librarians, Librarian Trainees, Children's Assistant
Location	Main library

Summary. The Head — Children's Division directs the Library's overall program of service to children.

Duties		Percent
1)	Selects children's library materials and coordinates their selection by others.	20
	May consult Order-receiving and Audio-visual personnel and Librarian for Service to the Spanish Speaking.	
2)	Supervises Library personnel assigned to the Children's Division; prepares schedules and work assignments.	15
3)	Assists children, parents, teachers, and others in interpreting children's resources; gives reading guidance.	15
	May consult adult reference librarians.	
4)	Participates in children's programs.	5
5)	Coordinates children's services with other Library divisions, schools, and community groups.	5
	May consult personnel of Library divisions concerned.	
6)	Directs in-service training of Division personnel; conducts in-service training of those reporting directly; conducts staff meetings.	5
7)	Receives instruction and training; attends staff meetings.	5
8)	Prepares reports and studies.	4
9)	Interprets children's library resources and services to the staff and public.	4
10)	Attends meetings and conferences; reads professional literature; meets with sales representatives; visits libraries and installations; reviews and reports on new trends and practices.	4

HEAD — CHILDREN'S DIVISION

Duties		Percent
11)	Reviews personnel records; prepares and reviews performance evaluations; counsels Division employees; interviews applicants for positions.	3
	Must notify Library Administrative Office.	
12)	Directs the maintenance of children's resources.	3
13)	Supervises, plans, and directs services to special groups including adults working with children and children's groups.	2
14)	Supervises, plans, and directs public relations program including publicity, book lists, and exhibits.	2
15)	Coordinates the classification and cataloging of children's library materials.	2
	Must consult Technical Services personnel.	
16)	Prepares Division budget; reviews and reports on the budget periodically.	2
	Must consult Library Administrative Office.	
17)	Reviews time worked records.	1
	May consult Library Administrative Office.	
18)	Formulates Children's Division policies and procedures.	1
	May consult staff of other divisions.	
19)	Inspects and reviews the condition of the children's public area.	1
	Must notify staff of other divisions if necessary.	
20)	Reports on problem areas and recommends policy and procedural changes.	1
	May consult Library Administrative Office.	

Job Title	HEAD — EXTENSION DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Branch Librarians, Community Services Librarian
Location	Main library

Summary. The Head — Extension Division directs and coordinates branch library and Community Services activities and is responsible for their overall operation and resources.

Duties		Percent
1)	Confers with branch librarians and staff in the overall administration of branch libraries.	25
2)	Coordinates the selection of branch library materials.	20
	Must confer with Adult Book Coordinator.	
3)	Confers with the Library Director concerning branch library and Community Services resources, services, personnel, and programs.	12
4)	Supervises Branch Librarians and Community Services Librarian; reviews schedules and work assignments of branch library and Community Services personnel; coordinates requirements with the main library.	10
	May consult Head — Children's Division and Head — Circulation Division.	
5)	Attends meetings and conferences; reads professional literature; reviews and reports on new technological developments.	5
6)	Confers with Community Services Librarian in the overall administration of the Community Services program.	5
7)	Coordinates branch library and Community Services functions with other Library divisions.	5
	Must consult Library division heads.	
8)	Receives instruction and training; attends staff meetings.	5
9)	Reviews personnel records; prepares and reviews performance evaluations; counsels employees; interviews applicants for positions.	3
	Must notify Library Administrative Office.	

HEAD — EXTENSION DIVISION

Duties		Percent
10)	Directs in-service training of branch library and Community Services personnel; conducts in-service training of those reporting directly; conducts staff meetings.	3
11)	Prepares Division budget; reviews and reports on budget periodically.	2
	Must consult Library Administrative Office.	
12)	Prepares reports and studies.	2
13)	Reviews time worked records.	1
	May consult Library Administrative Office.	
14)	Formulates Extension Division policies and procedures.	1
	May consult staff of other divisions.	
15)	Reports on problem areas and recommends policy and procedural changes.	1
	May consult Library Administrative Office.	

Job Title	**HEAD — REFERENCE AND INFORMATION SERVICE**
Class Title	Senior Librarian
Reports to	Coordinator of Adult Services
Supervises	Reference Librarians, Information Supervisor
Location	Main library

Summary. The Head — Reference and Information Service directs the Reference and Information Service, including selection of reference materials and supervision of reference and information personnel; conducts in-service training.

Duties		Percent
1)	Works regular assignments at the reference desk.	25
2)	Supervises Reference Librarians and Information Supervisor; prepares schedules and work assignments; coordinates reference schedules with other divisions.	15
	Must consult division heads concerned.	
3)	Reviews, selects, and coordinates selection of reference materials.	10
	May consult branch librarians.	
4)	Reviews personnel records; prepares and reviews performance evaluations; counsels Reference and Information Service employees; interviews applicants for positions.	10
	Must notify Library Administrative Office.	
5)	Reviews and recommends adult books for purchase.	10
6)	Inspects and reviews the condition of adult reference public areas.	6
	Must notify staff of other divisions if necessary.	
7)	Attends meetings and conferences; reads professional literature; is aware of new library resources, trends, and practices.	5
8)	Supervises maintenance of the adult book collection.	5
	Must consult Technical Services Division personnel.	
9)	Conducts in-service training of reference librarians, Librarian Trainees, Reference Supervisor, and Information Assistants; conducts staff meetings.	5

HEAD — REFERENCE AND INFORMATION SERVICE

Duties		Percent
10)	Prepares studies and reports.	3
11)	Receives instruction and training; attends staff meetings.	2
12)	Reviews time worked records.	1
	May consult Library Administrative Office.	
13)	Prepares bibliographies.	1
14)	Assists in the preparation of that portion of the Adult Division budget that relates to the Reference and Information Service.	1
15)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	HEAD — SERIAL PUBLICATIONS AND DOCUMENTS DIVISION
Class Title	Senior Librarian
Reports to	Coordinator of Adult Services
Supervises	Documents Assistant, Serial Publications Assistant, Serials and Documents Processing Clerk
Location	Main library

Summary. The Head — Serial Publications and Documents Division directs the function of the Division, including selecting, ordering, receiving, and processing of serial publications and documents and the maintenance of collections.

Duties		Percent
1)	Reviews and selects serials, periodicals, and documents; determines distribution and form.	35
	May consult Library personnel concerned.	
2)	Supervises the maintenance of serials and documents records and statistics.	8
3)	Supervises Division personnel; prepares schedules and work assignments.	7
4)	Orders and edits catalog cards.	5
5)	Interprets serials and documents resources to the staff and public.	5
6)	Attends meetings and conferences; reads professional literature; visits libraries and installations; reviews and reports on new technological developments.	5
7)	Selects microform materials and equipment; interprets these resources to the staff and public.	5
8)	Supervises and directs bindery preparation procedures.	5
9)	Receives instruction and training; attends staff meetings.	3
10)	Conducts in-service training of Division personnel; conducts staff meetings.	3
11)	Coordinates Serials and Documents functions with other Library divisions.	2
	May consult Library personnel concerned.	

HEAD — SERIAL PUBLICATIONS AND DOCUMENTS DIVISION

Duties		Percent
12)	Supervises serials accounts, files, and correspondence.	2
	May consult Order-receiving personnel.	
13)	Prepares studies and reports.	2
14)	Prepares Division budget; reviews and reports on budget periodically.	2
	Must consult Library Administrative Office.	
15)	Contacts vendors concerning shipments, problems, discounts, etc.	1
16)	Reviews personnel records; prepares and reviews performance evaluations; counsels employees; interviews applicants for positions.	1
	Must notify Library Administrative Office.	
17)	Supervises supply inventories and requests serials and documents supplies; supervises equipment maintenance.	1
	May consult Library Administrative Office.	
18)	Advises reference personnel on new serial publications, documents, and services.	1
19)	Supervises special projects.	1
20)	Reviews time worked records.	1
	May consult Library Administrative Office.	
21)	Reports on problem areas and recommends policy and procedural changes.	1
	May consult Library Administrative Office.	

Job Title	HEAD — TECHNICAL SERVICES DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Technical Services Librarian, Order-receiving Supervisor, clerks and aides
Location	Main library

Summary. The Head — Technical Services Division directs the Technical Services function, including the ordering, receiving, cataloging, classifying, and processing of library materials and the maintenance of collections.

Duties		Percent
1)	Supervises and directs the supervision of Technical Services personnel; prepares schedules and work assignments.	20
2)	Supervises the maintenance of public catalogs.	15
	May consult audio-visual, children's, and branch librarians.	
3)	Performs original cataloging; edits Library of Congress classification and cataloging.	15
	May consult staff of other divisions.	
4)	Attends meetings and conferences; reads professional literature; meets with sales representatives; visits libraries and installations; reviews and reports on new technological developments.	10
5)	Coordinates Technical Services functions with other divisions.	8
	Must consult professional staff of other divisions.	
6)	Directs and conducts in-service training of Technical Services personnel and personnel of other divisions as required; conducts staff meetings.	5
	May consult Library Administrative Office.	
7)	Receives instruction and training; attends staff meetings.	4
8)	Supervises special projects including inventories.	3
9)	Maintains Technical Services records and statistics.	3
10)	Prepares reports and studies.	3
11)	Prepares time worked records.	3
	May consult Library Administrative Office.	

HEAD — TECHNICAL SERVICES DIVISION

Duties		Percent
12)	Prepares Division budget; reviews and reports on budget periodically.	2
	Must consult Library Administrative Office.	
13)	Interprets and explains Technical Services function to the staff and public.	1
14)	Reviews personnel records; prepares and reviews performance evaluations; counsels Division employees; interviews applicants for positions.	1
	Must notify Library Administrative Office.	
15)	Consults and meets with City data processing personnel.	1
	Must consult City data processing personnel and Library's Data Processing Coordinator.	
16)	Supervises specialized supply inventories and equipment maintenance.	1
	Must consult Library Administrative Office.	
17)	Supervises and directs mending and bindery preparation procedures.	1
	May consult librarians in charge of individual collections.	
18)	Formulates Technical Services policies and procedures.	1
	May consult staff of other divisions.	
19)	Reports on problem areas and recommends policy and procedural changes.	1
	May consult Library Administrative Office.	

ASSOCIATE LIBRARIAN

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CLASS SPECIFICATION

ASSOCIATE LIBRARIAN

Nature of Work

This is professional library work at an intermediate level.

Work involves the application of professional library skills in a variety of technical or professional areas of the library. Work is usually performed independently within the guidelines of general assignments made by a division head. Work is reviewed through conferences and periodic evaluation of performance.

Illustrative Examples of Work

Performs general reference duties; analyzes the adult subject collections; conducts reference training.

Directs and supervises the overall operation of a branch library.

Produces major children's programs; coordinates the Library's program of services to schools.

Directs the Library's program of service to the Spanish speaking.

Directs circulation and circulation control activities on a rotational basis.

Desirable Knowledges, Abilities, and Skills

Considerable knowledge of the principles, practices, and techniques of modern library work.

Ability to establish and maintain effective relationships with co-workers, patrons, and others contacted in the course of work.

Ability to communicate clearly and concisely orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

Two years experience in professional library work.

Job Title	**BRANCH LIBRARIAN**
Class Title	Associate Librarian
Reports to	Head — Extension Division
Supervises	Reference Librarian (branch library), Circulation Supervisor (branch library)
Location	Branch library

Summary. The Branch Librarian directs the activities of a branch library and supervises its overall operation and resources.

Duties		Percent
1)	Answers reference questions; assists the public in the use and location of library materials; gives readers' advisory service; explains the resources, catalogs, and indexes to the public.	40
2)	Recommends for purchase adult books, periodicals, audio-visual materials for the branch library which reflect community requirements.	15
	Must consult Adult Book Coordinator.	
	Must consult Head — Audio-visual Division.	
	Must consult Serial Publications and Documents Librarian.	
3)	Assists in the children's area as needed.	10
	May consult children's librarians.	
4)	Performs community relations activities.	5
5)	Plans and conducts programs.	5
	Must consult Adult Services Program Librarian and Library personnel involved.	
6)	Interprets Library policies and procedures to the public.	5
7)	Supervises and directs the supervision of branch library personnel; reviews schedules and prepares work assignments.	3
8)	Attends meetings and conferences; reads professional literature; is aware of new technological developments.	3
9)	Receives instruction and training; attends staff meetings.	3

BRANCH LIBRARIAN

Duties		Percent
10)	Prepares press releases and other public relations materials.	3
	Must consult Library Administrative Office.	
11)	Reviews personnel records; prepares performance evaluations; counsels branch library employees; interviews applicants for positions.	2
	Must notify Library Administrative Office.	
12)	Conducts in-service training of those reporting directly; conducts staff meetings.	2
13)	Reviews time worked records.	1
	May consult Library Administrative Office.	
14)	Prepares studies and reports.	1
15)	Assists in budget preparation and review.	1
16)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	CHILDREN'S SCHOOL SERVICES LIBRARIAN
Class Title	Associate Librarian
Reports to	Head — Children's Division
Supervises	—
Location	Main library

Summary. The Children's School Services Librarian coordinates the Library's program of services to schools, including planning, scheduling, consulting, and participating in those activities.

	Duties	Percent
1)	Plans, schedules, and prepares for school class visits to the Library. May consult teachers and school officials.	20
2)	Supervises and conducts instructional programs and tells stories for repeated school class visits.	20
3)	Supervises and conducts school class and group orientations.	15
4)	Assists children, parents, teachers, and others in interpreting children's resources; gives reading guidance. May consult adult reference librarians.	10
5)	Participates in children's services to branch libraries and extramural locations. May consult Branch Librarians and Community Services Librarian.	5
6)	Plans, schedules, and participates in visits to school classes. May consult teachers and school officials.	5
7)	Attends meetings and conferences; reads professional literature; visits libraries and installations; reviews and reports on new trends and practices.	4
8)	Prepares Children's Division weekly schedules (because of coordination with school class visits). Must consult Head — Adult Division.	3
9)	Receives instruction and training; attends staff meetings.	3
10)	Confers with teachers and school officials concerning school-Library relationships. May consult teachers and school officials.	2

CHILDREN'S SCHOOL SERVICES LIBRARIAN

Duties		Percent
11)	Assists in selecting and reviewing children's resources; recommends the withdrawal of materials no longer suitable.	2
12)	Prepares publicity, book lists, and exhibits.	2
13)	Participates in programs (including story hours, book talks and book reviews, cooperative programs) and services to special groups (including adults working with children and children's groups).	2
14)	Instructs and trains Children's Division staff in school services.	2
15)	Assists in coordinating children's activities with other library divisions.	1
16)	Reviews the classification and cataloging of children's materials.	1
17)	Prepares studies and reports.	1
18)	Assists in budget preparation and review.	1
19)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	CHILDREN'S SPECIAL SERVICES LIBRARIAN
Class Title	Associate Librarian
Reports to	Head — Children's Division
Supervises	—
Location	Main library

Summary. The Children's Special Services Librarian is responsible for the production of major children's programs and the coordination of special projects.

Duties		Percent
1)	Plans and prepares programs through correspondence and personal contact, arranging for participants, facilities, equipment, and refreshments.	15
2)	Plans, supervises, and participates in programs (including story hours, book talks and book reviews, cooperative programs) and services to special groups (including adults working with children and children's groups).	10
	May consult librarians, City departments, and groups concerned.	
3)	Arranges program publicity for all news media; prepares publicity releases, announcements, brochures, book lists, and exhibits.	10
4)	Coordinates the provision of resources and services to the exceptional and gifted child.	10
5)	Participates in children's services to branch libraries and extramural locations.	10
6)	Conducts instructional programs and tells stories for repeated school class visits.	10
7)	Assists children, parents, teachers, and others in interpreting resources; gives reading guidance.	8
	May consult adult reference librarians.	
8)	Conducts school class visits and group orientations.	4
9)	Designs or supervises the designing of flyers, posters, and brochures.	3

CHILDREN'S SPECIAL SERVICES LIBRARIAN

Duties		Percent
10)	Coordinates children's program activities with children's librarians, other Library divisions, and City departments.	3
	Must consult librarians concerned and other City personnel.	
11)	Prepares reports and statistics concerning children's programs; conducts critiques.	3
12)	Assists in selecting and reviewing children's resources; recommends the withdrawal of materials no longer suitable.	3
13)	Receives instruction and training; attends staff meetings.	3
14)	Instructs and trains Children's Division staff in program activities and publicity.	2
15)	Attends meetings and conferences; reads professional literature; visits libraries and installations; reviews and reports on new trends and practices.	2
16)	Participates in visits to school classes.	1
17)	Reviews the classification and cataloging of children's materials.	1
18)	Assists in budget preparation and review.	1
19)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	DATA PROCESSING COORDINATOR
Class Title	Associate Librarian
Reports to	Library Director
Supervises	—
Location	Main library

Summary. The Data Processing Coordinator serves as resource person on departmental and divisional data processing activities as well as the liaison for data processing activities between the Library Department and the City's Management Information Service (MIS) Division (data processing).

Prerequisite. Data processing courses supplemented by knowledge and experience in practical applications of data processing activities to library operations.

Duties		Percent
1)	Discusses specific Library automation plans, projects, problems, etc. with MIS personnel.	25
	Must consult City MIS.	
2)	Discusses specific Library automation plans, projects, problems, etc. with departmental personnel.	20
	Must consult Library personnel concerned.	
3)	Studies and analyzes library automation activities; visits libraries and other installations.	20
4)	Prepares studies and reports.	13
5)	Attends meetings and conferences; reads professional literature; is aware of professional developments including data processing activities especially as they relate to the library field.	10
6)	Receives instruction and training; attends staff meetings.	5
7)	Conducts in-service training.	5
8)	Reports on problem areas and recommends policy and procedural changes.	2
	May consult Library Administrative Office.	

Job Title	**HEAD — CIRCULATION DIVISION**
Class Title	Associate Librarian
Reports to	Library Director
Supervises	Circulation and Circulation Control Supervisors (main library)
Location	Main library

Summary. The Head — Circulation Division directs the Circulation Division, which includes the Circulation Section responsible for the lending of library materials and stack maintenance and the Circulation Control Section responsible for the registration of borrowers and the retrieval of overdue library materials.

This is considered a training position with a minimum assignment period of six months. Approximately 20 hours per week are involved in directing the operation of the Circulation Division; additional assignments in other divisions account for the remainder of the 40 hour week. The person holding the position receives training in management, including organization, supervision, budget, and public relations.

Duties		Percent
1)	Coordinates circulation and circulation control functions with other divisions.	15
	May consult heads of other divisions.	
2)	Receives instruction and training; attends staff meetings.	15
3)	Formulates circulation and circulation control policies and procedures.	15
4)	Reviews personnel records; prepares and reviews performance evaluations; counsels Division employees; interviews applicants for positions.	10
	Must notify Library Administrative Office.	
5)	Attends meetings and conferences; reads professional literature; visits libraries and installations; reviews and reports on new technological developments.	10
6)	Directs library materials and fees retrieval operations; determines court appearances.	10
7)	Prepares studies and reports.	6
8)	Supervises Circulation and Circulation Control Supervisors; conducts staff meetings.	6

HEAD — CIRCULATION DIVISION

Duties		Percent
9)	Reports on problem areas and recommends policy and procedural changes.	3
	May consult Library Administrative Office.	
10)	Reviews Division schedules, work assignments, and time worked records.	3
	May consult Library Administrative Office.	
11)	Consults with City data processing personnel.	2
	May consult with City data processing personnel and Library's Data Processing Coordinator.	
12)	Directs in-service training programs for Division personnel.	2
	May consult Library Administrative Office.	
13)	Prepares Division budget; reviews and reports on budget periodically.	2
	Must consult Library Administrative Office.	
14)	Consults with sales representatives.	1

Job Title	LIBRARIANS FOR SERVICE TO THE SPANISH SPEAKING
Class Title	Associate Librarian
Reports to	Coordinator of Adult Services
Supervises	Spanish Service Clerk
Location	Main library

Summary. The Librarian for Service to the Spanish Speaking directs the Library's program of service to Spanish speaking adults and participates in service to Spanish speaking children.

Prerequisite. Must be able to communicate effectively in both Spanish and English and possess a technical command of both languages sufficient to allow for translation of materials having a high degree of complexity.

Duties		Percent
1)	Coordinates Spanish service activities with other City departments, community organizations, and other agencies concerned with service to the Spanish speaking. Must consult outside personnel concerned.	15
2)	Prepares and conducts programs for the Spanish speaking. Must consult Library Administrative Office.	10
3)	Catalogs adult books in Spanish. May consult Technical Services staff.	10
4)	Selects adult books in Spanish. Must consult Order-receiving staff.	
5)	Assists Spanish speaking patrons.	10
6)	Assists in the preparation and presentation of programs for the Spanish speaking which are conducted by other Library divisions. Must consult Library staff concerned.	6
7)	Translates Library-produced materials including manuals on all aspects of library service.	5
8)	Schedules, supervises, and counsels personnel; interviews applicants for positions; prepares time worked records; prepares work performance reviews; conducts in-service training. Must consult Library Administrative Office.	5

LIBRARIAN FOR SERVICE TO THE SPANISH SPEAKING

Duties		Percent
9)	Prepares studies, reports, statistics, book lists, announcements, and publicity. Must notify the Library Administrative Office.	5
10)	Receives instruction and training; attends staff meetings.	3
11)	Assists in the selection of serial publications, audio-visual materials, and children's materials in Spanish. May consult Order-receiving staff. Must consult with Library staff concerned.	3
12)	Attends meetings and conferences; reads professional literature; maintains awareness of development in the area of service to the Spanish speaking.	3
13)	Assists in cataloging audio-visual and children's materials in Spanish. Must consult with Library staff concerned.	2
14)	Determines the type and extent of Library resources and services to the Spanish speaking and supervises the maintenance of materials involved.	2
15)	Gives presentations and conducts library tours.	2
16)	Prepares exhibits of interest to the Spanish speaking. Must consult Audio-visual exhibit personnel.	2
17)	Evalutes Hispanic-related library materials in English. Must consult order librarians.	2
18)	Serves as translator for other City departments. Must consult City personnel concerned.	2
19)	Recruits, trains, assigns, and supervises Spanish speaking volunteers. Must consult Volunteer Assistance Coordinator.	1
20)	Assists in the preparation of that portion of the Adult Division budget that relates to the Service to the Spanish speaking.	1
21)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	REFERENCE LIBRARIAN II
Class Title	Associate Librarian
Reports to	Head — Reference & Information Service
Supervises	—
Location	Main library

Summary. The Reference Librarian II assists the public in the interpreation of library resources; evaluates and develops the adult subject collections.

Duties		Percent
1)	Answers reference questions; assists the public in locating and interpreting library resources; instructs the public in the use of the card catalog; indexes, and other finding aids. *May consult* children's librarians; young adult librarians, and other specialized staff members.	40
2)	Evaluates the adult subject collections and recommends withdrawal, replacement, or updating.	25
3)	Makes recommendations for acquisition of library materials.	6
4)	Provides readers' advisory service. *May consult* children's librarians, young adult librarians, and other specialized staff members.	5
5)	Interprets Library policies and procedures to the public. *May consult* specialized staff members.	3
6)	Attends meetings and conferences; reads professional literature; is aware of new reference materials and technological developments.	3
7)	Assists the public in the use of library equipment.	3
8)	Files reference services.	3
9)	Prepares bibliographies.	2
10)	Recommends and refers library users to additional sources for library materials.	2
11)	Receives instruction and training; attends staff meetings.	2
12)	Instructs reference librarians.	1
13)	Prepares studies and reports as assigned.	1

REFERENCE LIBRARIAN II

Duties		**Percent**
14)	Performs or assists in projects as required.	1
15)	Conducts library tours.	1
16)	Reports on problem areas and recommends policy and procedural changes.	1

LIBRARIAN

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CLASS SPECIFICATION

LIBRARIAN

Nature of Work

This is professional library work at the beginning level.

Work involves the application of professional library knowledge to a variety of library activities under close supervision of a professional librarian. Work is usually checked closely until proficiency is achieved. Work is reviewed through conferences and periodic evaluation of performance.

Illustrative Examples of Work

Performs general reference duties.

Assists children and others in the use of children's library resources and in various other children's activities.

Catalogs and classifies books and other library materials.

Plans, prepares, coordinates, and conducts adult programs.

Directs young adult services and programs.

Directs the Library's program of service to those in the community who are unable to use library service in its traditional form.

Plans, arranges, and coordinates Library exhibits and displays.

May direct circulation and circulation control activities on a rotational training basis.

Desirable Knowledge, Abilities, and Skills

Knowledge of library materials.

Knowledge of the principles of modern library work

Ability to establish and maintain effective relationships with co-workers, patrons, and others contacted in the course of work.

Ability to communicate clearly and concisely orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

Job Title	**ADULT SERVICES PROGRAM LIBRARIAN**
Class Title	Librarian
Reports to	Coordinator of Adult Services
Supervises	——
Location	Main library

Summary. The Adult Services Program Librarian plans, prepares, and conducts adult programs and coordinates them with other Library division programs.

Duties		Percent
1)	Plans and prepares programs including correspondence with personal contact; arranges for facilities, equipment, and refreshments.	25
2)	Arranges adult program publicity for all news media; prepares publicity releases, announcements, brochures, and bibliographic lists.	20
3)	Conducts searches for program ideas and participants.	10
4)	Gives talks and presentations.	10
5)	Designs flyers, posters, and brochures.	5
	May consult Graphic Designer.	
6)	Coordinates adult Library programs with City departments and other community agencies and groups.	5
	May consult Library Administrative Office. Must consult outside personnel concerned.	
7)	Conducts programs.	5
8)	Attends meetings and conferences; reads professional literature; is aware of new trends and practices.	5
9)	Coordinates adult Library programs with other Library divisions.	4
	Must consult Library divisions concerned.	
10)	Prepares reports and statistics concerning adult programs; conducts critiques.	3
11)	Receives instruction and training; attends staff meetings.	3

ADULT SERVICES PROGRAM LIBRARIAN

Duties		Percent
12)	Supervises maintenance of public bulletin boards.	2
13)	Prepares cost estimates and reviews program costs.	1
	Must consult Library Administrative Office.	
14)	Instructs and trains staff in program activities and publicity.	1
15)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	**AUDIO-VISUAL LIBRARIAN**
Class Title	**Librarian**
Reports to	**Head — Audio-visual Division**
Supervises	**——**
Location	**Main library**

Summary. The Audio-visual Librarian is responsible for the selection, acquisition, cataloging, and supervision of the processing of audio-visual materials, and assists the Head — Audio-visual Division in the overall direction of the Division.

Duties		**Percent**
1)	Catalogs (descriptive and subject cataloging) audio-visual materials, including assigning Library of Congress and Library of Congress children's adaptation class numbers; orders and edits Library of Congress cards; maintain shelf lists.	30
	Must consult Technical Services personnel.	
2)	Coordinates the processing of audio-visual materials with the Technical Services and Audio-visual staff.	15
	Must consult Technical Services personnel.	
3)	Plans and conducts film programs.	15
4)	Evaluates sound recordings for possible replacement; conducts inventories; evaluates gift materials.	10
	May consult other Division staff.	
5)	Edits and files catalog cards in Main public audio-visual catalog.	10
	May consult Technical Services personnel.	
6)	Selects and orders audio-visual materials.	5
	May consult staff of other divisions.	
7)	Interprets audio-visual resources to the staff and public.	5
8)	Attends meetings and conferences; reads professional literature; meets with sales representatives; visits libraries and installations; reviews and reports on new technological developments.	3
9)	Receives instruction and training; attends staff meetings.	2

AUDIO-VISUAL LIBRARIAN

Duties		Percent
10)	Interprets Library policies and procedures to the public.	2
11)	Receives and inspects shipments of sound recordings; compares invoices and orders.	1
	Must notify Library Administrative Office.	
12)	Directs in-service training for staff as required.	1
	May consult Library Administrative Office.	
13)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	**CHILDREN'S LIBRARIAN**
Class Title	Librarian
Reports to	Head — Children's Division
Supervises	——
Location	Main library/branch libraries

Summary. The Children's Librarian assists children and others in the use of children's library resources, assists in selecting children's materials, assists in conducting programs, and assists in other children's activities.

Duties		Percent
1)	Assists children, parents, teachers, and others in the use and location of children's library materials; gives reading guidance; explains children's resources and public card catalog.	35
	May consult adult reference librarian.	
2)	Assists in planning, preparing for, and participating in children's programs in the libraries and other locations.	15
	May consult Library division heads, City departments concerned.	
3)	Prepares and conducts story hours.	10
	May consult branch libraries and circulation supervisors.	
4)	Conducts orientations and school class visits; gives book talks and reviews.	10
	May consult branch libraries and circulation supervisors.	
5)	Assists in selecting and reviewing children's resources; recommends the withdrawal of materials no longer suitable.	5
	May consult Technical Services personnel.	
6)	Plans and conducts services for the exceptional and gifted child.	5
7)	Receives instruction and training; attends staff meetings.	5
8)	Selects children's audio-visual materials in conjunction with Audio-visual librarians.	3
	Must consult Audio-visual Librarian.	

CHILDREN'S LIBRARIAN

Duties		Percent
9)	Assists in coordinating children's activities with other Library divisions, schools, and community groups.	2
	May consult other Library division personnel concerned.	
10)	Attends meetings and conferences; reads professional literature; is aware of new trends and practices.	2
11)	Compiles book lists.	2
12)	Prepares studies, reports, announcements, and publicity.	2
13)	Plans and arranges displays.	1
14)	Interprets Library policies and procedures to the public.	1
15)	Reviews the classification and cataloging of children's books.	1
	May consult Technical Services personnel.	
16)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	COMMUNITY SERVICES LIBRARIAN
Class Title	Librarian
Reports to	Head — Extension Division
Supervises	Community Services Assistant
Location	Main library

Summary. The Community Services Librarian directs the Library's program of service to those in the community who are unable to use library service in its traditional form; selects extramural and large print materials and supervises their distribution and maintenance; determines library resources and services to the blind and the physically limited and supervises their circulation and maintenance; initiates, plans, and participates in community services programs.

Duties		Percent
1)	Visits convalescent hospitals, retirememt residences, and other facilities; conducts programs. Must consult facility personnel.	25
2)	Determines library resources and services to the blind, the physically limited, and other members of the community unable to use library facilities, and supervises their circulation and maintenance. Must consult the Braille Institute.	15
3)	Prepares studies, reports, statistics, book lists, announcements, and publicity. Must notify the Library Administrative Office.	10
4)	Evaluates the use of extramural and large print materials and supervises their routing and maintenance; withdraws materials no longer suitable. Must consult Technical Services personnel and Library Administrative Office for scheduling the Delivery Clerk. May consult branch librarians and City personnel.	10
5)	Attends meetings and conferences; reads professional literature; is aware of professional developments including physical and psychological problems affecting the handicapped.	5
6)	Selects library materials for the extramural and large print collections. Must consult Order-receiving staff. May consult order librarians and branch librarians.	5

COMMUNITY SERVICES LIBRARIAN

Duties		Percent
7)	Gives presentations and interprets Community Services resources and services; conducts library tours.	5
8)	Schedules, supervises, and counsels personnel; interviews applicants for positions; prepares time worked records; prepares work performance reviews; conducts in-service training.	5
	Must consult Library Administrative Office.	
9)	Studies and analyzes current library community services programs and keeps up-to-date on Federal and other programs relating to community services.	5
	May consult government agencies.	
10)	Arranges for Community Services activities with City departments, schools, community organizations, and other agencies concerned with community services.	3
	Must consult outside personnel concerned.	
11)	Coordinates Community Services activities with other Library activities and functions.	3
	May consult Library staff concerned.	
12)	Prepares Community Services exhibits.	2
	Must consult Audio-visual exhibit personnel.	
13)	Provides information for referral index and supervises maintenance; assist patrons in its use.	2
	May consult Reference and Information Service staff.	
14)	Receives instruction and training; attends staff meetings.	2
15)	Determines circulation and circulation control policies for Community Services collections and equipment.	1
16)	Assists in the preparation of that portion of the Extension Division budget that relates to Community Services.	1
17)	Reports on problem areas and recommends policy and procedural changes.	1

COMMUNITY SERVICES LIBRARIAN

Duties		Percent
18)	Directs shut-in service.[1]	—

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[1] The Library has not yet activated this service and the amount of time spent is not included in the percentage account of this position.

Job Title	EXHIBITS LIBRARIAN
Class Title	Librarian
Reports to	Head — Audio-visual Division
Supervises	——
Location	Main library

Summary. The Exhibits Librarian plans, arranges, and coordinates Library exhibits and displays for the main and branch libraries.

Duties		Percent
1)	Plans exhibits on themes suitable to the exhibit areas and the requirements of the main and branch libraries; interviews prospective exhibitors; maintains files of past, current, and prospective exhibitors; maintains exhibit calendar.	20
	Must notify staff of other divisions concerning the exhibit calendar.	
2)	Initiates exhibits by locating, evaluating, and contracting with sources (museums, universities, schools, and community groups).	20
	May consult staff of other divisions.	
3)	Arranges exhibit publicity for all news media; prepares publicity releases, announcements, brochures and reading lists.	20
	Must consult Library Administrative Office.	
4)	Makes arrangements for shipping, setting up, and returning exhibits.	10
	May consult Delivery Clerk and Library personnel involved.	
5)	Attends meetings and conferences; reads professional literature concerning exhibits; reads local and national journals with a view to discovering new and interesting concepts; visits galleries, museums, universities, libraries, foreign tourist bureaus, and ethnic groups to learn of additional themes and to be aware of dramatic uses of materials.	10
6)	Coordinates exhibits with other activities (school and other outside events).	5
	Must consult Library personnel concerned.	

EXHIBITS LIBRARIAN

Duties		Percent
7)	Supervises the Graphic Designer in planning posters, illustrations, and signs publicizing exhibits within the Library and the community.	5
8)	Arranges programs in conjunction with current exhibits.	5
	Must consult professional staff in other divisions.	
9)	Receives instruction and training; attends staff meetings.	2
10)	Supervises special projects.	1
11)	Arranges insurance of art works and other valuable materials.	1
	Must consult Library Administrative Office.	
12)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	REFERENCE LIBRARIAN I
Class Title	Librarian
Reports to	Head — Reference and Information Service
Supervises	——
Location	Main library

Summary. The Reference Librarian I assists the public in the interpretation of library resources and performs other general reference duties.

Duties		Percent
1)	Answers reference questions; assists the public in locating and interpreting library resources; instructs the public in the use of the card catalog, indexes, and other finding aids.	45
	May consult children's librarians, young adult librarians, and other specialized staff members.	
2)	Performs off-desk functions as assigned.	10
3)	Assists in projects as required.	8
4)	Makes recommendations for acquisition of adult library materials.	5
5)	Assists the public in the use of library equipment.	5
6)	Provides readers' advisory service.	5
	May consult children's librarians, young adult librarians, and other specialized staff members.	
7)	Attends meetings and conferences; reads professional literature; is aware of new resource materials and new trends and practices.	4
8)	Receives instruction and training; attends staff meetings.	4
9)	Prepares studies and reports as assigned.	3
10)	Interprets Library policies and procedures to the public.	3
	May consult specialized staff members.	
11)	Files reference services.	3
12)	Prepares bibliographies.	2

REFERENCE LIBRARIAN I

Duties		Percent
13)	Reviews reference collections and makes recommendations.	1
14)	Conducts library tours.	1
15)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	REFERENCE LIBRARIAN (branch library)
Class Title	Librarian
Reports to	Branch Librarian
Supervises	——
Location	Branch library

Summary. The Reference Librarian (branch library) performs general reference duties and assists the Branch Librarian.

Duties		Percent
1)	Answers reference questions; assists the public in locating and interpreting library resources; instructs the public in the use of the card catalog, indexes, and other finding aids.	50
2)	Provides readers' advisory service.	10
3)	Assists in the children's area as needed.	10
4)	Assists the Branch Librarian in displays and programs.	5
5)	Interprets Library policies and procedures to the public.	5
6)	Recommends adult library materials to the Branch Librarian for purchase; recommends the withdrawal of materials no longer suitable.	5
7)	Files and withdraws catalog cards.	5
8)	Receives instruction and training; attends staff meetings.	5
9)	Attends meetings and conferences; reads professional literature; is aware of new trends and practices.	4
10)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	TECHNICAL SERVICES LIBRARIAN
Class Title	Librarian
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Technical Services Librarian performs cataloging and assists the Head — Technical Services Division in the operations of the Technical Services Division.

Duties		Percent
1)	Catalogs (descriptive and subject cataloging) library materials, including assigning Library of Congress and Library of Congress children's adaptation class numbers.	60
	May consult division heads and others concerned.	
2)	Assists in the maintenance of public card catalogs.	10
	May consult Audio-visual, Children's, and branch librarians.	
3)	Assists in coordinating Technical Services functions with other divisions.	7
	Must consult division heads and others concerned.	
4)	Directs activities of Technical Services personnel.	5
5)	Maintains Technical Services records and statistics; prepares studies and reports.	5
6)	Supervises and performs special projects as assigned.	3
7)	Conducts in-service training for Technical Services personnel and other division personnel as required.	2
8)	Attends meetings and conferences; reads professional literature; meets with sales representatives; visits libraries and installations; reviews and reports on new technological developments.	2
9)	Receives instruction and training; attends staff meetings.	2
10)	Performs bibliographic checking.	1

TECHNICAL SERVICES LIBRARIAN

Duties		Percent
11)	Interprets and explains Technical Services to the staff and public.	1
12)	Assists in preparing performance evaluations.	1
13)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	VOLUNTEER ASSISTANCE COORDINATOR
Class Title	Librarian
Reports to	Library Director
Supervises	——
Location	Main library

Summary. The Volunteer Assistance Coordinator directs and coordinates the Library's overall volunteer program.

Duties		Percent
1)	Recruits volunteers.	20
2)	Interviews volunteer applicants; assists applicants in completing forms.	20
3)	Confers with supervisors concerning volunteer applicants, assignments, and performance.	15
4)	Prepares studies and reports.	10
5)	Prepares news releases and designs flyers and posters.	10
6)	Conducts staff orientation and in-service training.	5
7)	Reviews performance evaluation of volunteers; assists in counseling volunteers as requested.	5
8)	Gives talks and demonstrations.	5
9)	Receives instruction and training; attends staff meetings.	5
10)	Conducts periodic meetings of volunteers.	2
11)	Reviews evaluations of volunteer program prepared by volunteers.	2
12)	Reports on problem areas and recommends policy and procedural changes.	1

May consult Library Administrative Office.

Job Title	YOUNG ADULT LIBRARIAN
Class Title	Librarian
Reports to	Coordinator of Adult Services
Supervises	Young Adult Clerk
Location	Main library

Summary. The Young Adult Librarian directs young adult services and programs, selects young adult materials, and coordinates library service with junior and senior high schools.

Duties		Percent
1)	Plans, prepares, and conducts programs for young adults.	30
	May consult library staff concerned, City Parks and Recreation Department.	
2)	Selects library materials for young adults.	20
	Must consult Order-receiving staff.	
3)	Coordinates library service with junior and senior high schools.	12
	May consult Children's Division librarians.	
4)	Prepares studies, reports, statistics, book lists, announcements, and publicity.	10
	Must notify Library Administrative Office.	
5)	Maintains young adult materials collection, withdraws materials no longer suitable, updates collection.	5
	Must consult Technical Services personnel.	
6)	Attends meetings and conferences; reads professional literature; is aware of new trends and practices.	5
7)	Schedules, supervises, and counsels personnel; interviews applicants for positions; prepares time worked records; prepares work performance reviews; conducts in-service training.	5
	Must consult Library Administrative Office.	
8)	Provides specialized reference and readers' advisory service to young adults.	2

YOUNG ADULT LIBRARIAN

Duties		Percent
9)	Coordinates young adult services with other Library services.	2
	Must consult Library staff concerned.	
10)	Gives presentations and conducts library tours.	2
11)	Establishes liaison with other related agencies or groups.	2
12)	Receives instruction and training; attends staff meetings.	2
13)	Assists and recommends to the Head — Adult Division policies and procedures relating to young adult service.	1
14)	Assists in the preparation of that portion of the Adult Division budget that relates to the Young Adult Service.	1
15)	Reports on problem areas and recommends policy and procedural changes.	1

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CLASS SPECIFICATION

LIBRARIAN TRAINEE

Nature of Work

This is limited professional library work with emphasis on in-service training.

Work involves the performance of a variety of tasks on a professional level but on an in-service familiarization and training basis complementary to academic library course work. Work is performed under the direct supervision of a superior; however, as knowledge and abilities are gained through experience and training, increasingly independent action is allowed. Work is reviewed through conferences and periodic evaluation of performance.

Illustrative Examples of Work

Conducts special studies of library service areas.

Receives instruction and training and assists in the functions of various Library divisions.

Assists in work with children.

Desirable Knowledge, Abilities, and Skills

Some knowledge of library materials.

Ability to establish and maintain effective relationships with co-workers, patrons, and others contacted in the course of work.

Ability to understand and follow written and oral instructions.

Ability to communicate clearly and concisely orally and in writing.

Ability to relate academic library course work to actual library situations.

Desirable Training and Experience

Current enrollment as a graduate student in library science in an accredited college or university.

Job Title	CHILDREN'S LIBRARIAN TRAINEE
Class Title	Librarian Trainee
Reports to	Head — Children's Division
Supervises	——
Location	Main library/branch libraries

Summary. Children's Librarian Trainee is a position held by a person currently enrolled in library school who will become a children's librarian. Assignment to any of the duties listed below which are performed under the supervision of a librarian will be made dependent upon knowledge, ability, and aptitude.

Duties		Percent
1)	Assists children, parents, teachers, and others in the use and location of children's library materials; gives reading guidance; explains children's resources and public card catalogs.	25
2)	Assists in planning, preparing for, and participating in children's programs.	20
3)	Assists with school and group services.	15
4)	Receives instruction and training; attends staff meetings.	15
5)	Assists in selecting and reviewing children's resources; recommends the withdrawal of materials no longer suitable.	5
6)	Conducts story hours.	5
7)	Attends meetings and conferences; reads professional literature; is aware of new trends and practices.	3
8)	Gives book talks and reviews.	2
9)	Compiles book lists.	2
10)	Assists in publicity preparation.	2
11)	Arranges displays.	2
12)	Prepares reports and studies.	2
13)	Assists in the classification and cataloging of children's books.	1
14)	Reports on problem areas and makes recommendations.	1

Job Title	LIBRARIAN TRAINEE
Class Title	Librarian Trainee
Reports to	Head of the Division assigned
Supervises	——
Location	Main library/branch libraries

Summary. Librarian Trainee is a position held by person currently enrolled in library school who will become a librarian. Assignment to any of the duties listed which are performed under the supervision of a librarian will be made dependent upon knowledge, ability, and aptitude.

Duties		Percent
1)	Answers reference questions; assists the public in the use and location of library materials; gives readers' advisory service; explains the resources, public card catalogs, and indexes to the public; files and withdraws catalog cards.	30
2)	Receives instruction and training; attends staff meetings.	15
3)	Catalogs books; edits Library of Congress classification and cataloging; assists in the maintenance of public card catalogs.	12
4)	Catalogs audio-visual materials; files and withdraws catalog cards; interprets audio-visual resources to the public; assists in programs and exhibits.	10
5)	Assists in cataloging serials and documents; reviews new materials received; reviews entering and filing by clerical personnel.	10
6)	Assists in adult programs.	5
7)	Assists in service to the visually handicapped, visits to convalescent hospitals and other extramural locations, and Community Services programs.	3
8)	Assists in young adult programs.	3
9)	Compiles information and statistics; assists in the preparation of reports and studies.	3
10)	Assists in children's reference.	3
11)	Attends meetings and conferences; reads professional literature; is aware of new trends and practices.	3

LIBRARIAN TRAINEE

Duties		Percent
12)	Assists in services to the Spanish speaking.	2
13)	Reports on problem areas and makes recommendations.	1

LIBRARY SUPERVISOR

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CLASS SPECIFICATION

LIBRARY SUPERVISOR

Nature of Work

This is technical and supervisory library work.

Work involves responsibility for performing varied library tasks on the highest non-professional level. Skills and knowledge are usually acquired through special training and considerable experience on the job. The employee exercises considerable judgment and discretion in library routines, although technical advise and assistance are usually available when needed. Work is reviewed by a professional superior through conferences, periodic evaluation of performance, and inspection.

Illustrative Examples of Work

Schedules, supervises, and trains library clerical personnel.

Prepares periodic reports and statistical compilations.

Directs the main library circulation function, including supervision of clerical personnel responsible for stack maintenance, reserve control, and interlibrary loan.

Directs the branch library circulation function, including registration of borrowers.

Directs and performs procedures for registration of borrowers and retrieval of overdue and lost library materials.

Supervises the ordering, receiving, and distribution of library materials; supervises the maintenance of acquisition records and files.

Desirable Knowledges, Abilities, and Skills

Thorough knowledge of library policies and procedures.

Ability to establish and maintain effective working relationships with employees, patrons, and others contacted in the course of work.

Ability to communicate clearly and concisely orally and in writing.

Ability to acquire special competence in a specific phase of library work.

Ability to operate a typewriter with speed and accuracy.

Desirable Training and Experience

At least two years experience in library work, including supervisory experience.

Graduation from a standard high school or GED test, supplemented by courses in management and supervision.

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Job Title	CIRCULATION CONTROL SUPERVISOR
Class Title	Library Supervisor
Reports to	Head — Circulation Division
Supervises	Circulation Control Clerks
Location	Main library

Summary. The Circulation Control Supervisor, under the direction of the Head — Circulation Division, directs and performs procedures for registration of borrowers and retrieval of overdue library materials, and supervises clerks assigned to Circulation Control.

Duties		Percent
1)	Directs and performs procedures for retrieving overdue library materials, including sending of notices and statements, telephone contacts, claims returned and lost materials procedures, and maintenance of microfilm records.	15
2)	Supervises and maintains divisional files and correspondence, records statistics, and makes reports.	15
3)	Discusses problems with delinquent borrowers — in person or by telephone.	10
4)	Directs and performs procedures for registration of borrowers, including assisting applicants in completing registration forms and verifying registration information.	10
5)	Receives printouts of overdue materials and adjusts records. May consult City data processing personnel.	8
6)	Interprets and explains Library circulation policies (including those concerning fines and damage) to the public.	5
7)	Supervises clerks assigned to Circulation Control.	5
8)	Prepares schedules, work assignments, and time worked records.	5
9)	Conducts in-service training on the Circulation Control function; conducts staff meetings.	4
10)	Prepares performance evaluations; counsels personnel; interviews applicants for positions.	3
11)	Prepares returned transaction cards and supplemental data for data processing.	3

CIRCULATION CONTROL SUPERVISOR

Duties		Percent
12)	Directs operation of credifier.	2
13)	Supervises updating of delinquent borrower list.	2
14)	Receives instruction and training; attends staff meetings (including circulation supervisors' meetings).	2
15)	Submits withdrawal notices for unretrieved materials and initiates reinstatement procedures.	2
16)	Consults Audio-visual and Children's Division personnel concerning problems.	2
17)	Supervises the filing of complaints for the Small Claims Court.	2
18)	Supervises Library Messenger who collects overdue library materials; evaluates results and makes necessary follow-up.	1
19)	Inventories and requests circulation control supplies.	1
20)	Assesses damage to materials.	1
21)	Inspects and reports on condition of equipment.	1
22)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	CIRCULATION SUPERVISOR (branch library)
Class Title	Library Supervisor
Reports to	Branch Librarian
Supervises	Branch library clerks and aides
Location	Branch library

Summary. The Circulation Supervisor (branch library) directs the branch library circulation function, including stack maintenance, and supervises clerks and aides assigned.

The position differs from that of Circulation Supervisor (main library) in that the Circulation Supervisor (branch library) supervises clerical functions in the branch library and is "in charge" in the absence of a librarian.

Duties		Percent
1)	Performs circulation desk routines, including charging and discharging library materials and registering borrowers.	40
	May consult main library Circulation and Circulation Control personnel	
2)	Supervises clerks and aides assigned to the branch library.	10
3)	Directs receiving and routing of library materials.	6
4)	Prepares schedules, work assignments, and time worked records.	5
	Must notify Head — Circulation Division of additional personnel requirements.	
5)	Conducts in-service training for branch library clerks and aides; conducts staff meetings.	5
6)	Interprets and explains Library circulation policies (including those concerning fines and damage) to the public.	5
	May consult Circulation Supervisor (main library) and Circulation Control Supervisor concerning circulation policies.	
7)	Performs reserve book procedures.	5
	Must consult Reserve Control Clerk	
8)	Prepares performance evaluations; counsels personnel; interviews applicants for positions.	4

CIRCULATION SUPERVISOR (branch library)

Duties		Percent
9)	Sets up circulation desk, including the prepration of transaction cards and the inspection and completion of registration cards.	4
10)	Coordinates branch circulation activities with Circulation and other related divisions.	3
	Must consult Circulation personnel or personnel affected.	
11)	Assigns clerical personnel needed for branch librarians' and children's librarians' assignments (card filing, transferring books, exhibits, special programs, etc.)	2
12)	Receives instruction and training; attends staff meetings (including circulation supervisors' meetings).	2
13)	Receives, records, and transfers money to the Library Administrative Office or City Finance Department.	2
	Must notify Library Administrative Office.	
14)	Assists the public in the use of library equipment.	2
15)	Inventories and requests branch library supplies.	1
	Must notify Library Administrative Office.	
16)	Maintains circulation records and statistics.	1
17)	Surveys the branch library to determine maintenance requirements.	1
18)	Inspects and reports on condition of furniture and equipment.	1
19)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	CIRCULATION SUPERVISOR (main library)
Class Title	Library Supervisor
Reports to	Head — Circulation Division
Supervises	Stack Maintenance Assistant, Circulation Clerks and Aides, Library Monitors
Location	Main library

Summary. The Circulation Supervisor (main library), under the direction of the Head — Circulation Division, schedules and supervises clerks and aides assigned to the Circulation Division and Library Monitors.

The position differs from that of Circulation Supervisor (branch library) in that the Circulation Supervisor (main library) directs the work of more people, but supervision is confined to those having circulation desk, stack maintenance, reserve control, and interlibrary loan duties.

Duties		Percent
1)	Prepares schedules and work assignemts.	15
2)	Supervises clerks and aides assigned to Circulation.	15
3)	Performs circulation desk routines.	15
4)	Conducts in-service training for Circulation Clerks and Aides and Library Monitors; conducts staff meetings.	7
5)	Prepares performance evaluations; counsels personnel; interviews applicants for positions.	7
6)	Supervises Library Monitors and operation of security system.	6
7)	Directs routing of library materials.	5
8)	Sets up circulation desks, including the preparation of transaction cards.	5
9)	Interprets and explains Library circulation policies (including those concerning fines and damage) to the public.	5
10)	Prepares time worked records.	5
11)	Clears cash register, counts cash, and transfers money to the City Finance Department.	4
12)	Maintains circulation records and statistics.	2

CIRCULATION SUPERVISOR (main library)

Duties		Percent
13)	Receives instruction and training; attends staff meetings (including circulation supervisors' meetings).	2
14)	Assesses damage to materials.	2
15)	Coordinates personnel assignments with other divisions and branches, and makes temporary personnel assignments when required.	2
16)	Inventories and requests supplies related to circulation and stack maintenance.	1
	Must notify Library Administrative Office.	
17)	Inspects and reports on condition of furniture and equipment.	1
18)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	INFORMATION SUPERVISOR
Class Title	Library Supervisor
Reports to	Head — Reference and Information Service
Supervises	Information Assistants, Reference Aides
Location	Main library

Summary. The Information Supervisor supervises Information Assistants and the maintenance of information materials, and provides general clerical assistance to the professional reference staff.

Duties		Percent
1)	Supervises the maintenance of information files for the main library and branches, which includes requesting or ordering, receiving, classifying, processing, editing, routing, and filing of adult, children's, and Spanish information materials.	35
2)	Initiates and types correspondence, reports, and schedules, consolidates requests and orders; maintains reference office files; records statistics; does related clerical work.	25
3)	Supervises personnel and prepares schedules and work assignments.	15
	May consult other division heads and staff.	
4)	Conducts in-service training of Information Assistants in public desk duties and information files.	5
5)	Receives and routes materials sent to the Reference and Information Service.	4
6)	Prepares performance evaluations; counsels personnel; interviews applicants for positions.	4
7)	Prepares time worked records for Reference and Information Service personnel.	3
	May consult Library Administrative Office.	
8)	Maintains the Library Service Collection.	3
9)	Receives instruction and training; attends staff meetings.	2
10)	Inventories, requests, and maintains Reference and Information Service supplies.	2
	May consult Library Administrative Office.	

INFORMATION SUPERVISOR

Duties		Percent
11)	Surveys the Reference and Information Service areas to determine maintenance requirements.	1
12)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	ORDER-RECEIVING SUPERVISOR
Class Title	Library Supervisor
Reports to	Head — Technical Services Division
Supervises	Order-receiving Bookkeeper, Bibliographic Clerk, Order-receiving Clerks
Location	Main library

Summary. The Order-receiving Supervisor supervises the ordering, receiving, and distribution of library materials; supervises book budget accounting; supervises the maintenance of acquisition files and records.

Duties		Percent
1)	Supervises and performs the annotating and entering of new materials in the filled order file, and routes materials entered.	30
2)	Supervises and performs the ordering of library materials; maintains outstanding order files.	20
	May consult order librarians for clarification, City Finance Department personnel for specialized procedures.	
3)	Supervises and performs the receiving and routing of library materials, including the inspecting and comparing of invoices and orders.	10
	May consult librarians concerned.	
4)	Supervises Order-receiving personnel; prepares schedules and work assignments.	5
5)	Supervises book budget accounting, account files and Department cataloging information service accounts; maintains correspondence and statistical information.	5
	May consult order librarians concerning budget accounts, City Finance Department personnel for problems.	
6)	Conducts in-service training of Order-receiving personnel; conducts staff meetings.	4
7)	Supervises and performs the maintenance of Order-receiving filled order files.	3
8)	Prepares performance evaluations; counsels personnel; interviews applicants for positions.	3

ORDER-RECEIVING SUPERVISOR

Duties		Percent
9)	Supervises and performs bibliographic searching.	2
10)	Contacts vendors concerning shipments, problems, discounts, etc.	2
11)	Receives instruction and training; attends staff meetings.	2
12)	Assists in special projects and other Technical Services functions when required.	2
13)	Supervises and performs the ordering, receiving, and processing of catalog cards.	2
14)	Supervises and performs the maintenance of vendors' and publishers' catalogs and announcements.	1
15)	Supervises the maintenance of publishers' plans and subscription plans.	1
16)	Maintains want lists.	1
	May consult order librarians.	
17)	Coordinates ordering, shipping, and receiving functions with other divisions.	1
	May consult Library personnel concerned.	
18)	Supervises and performs the shipping of library materials.	1
19)	Relates information on books, book prices, and book dealers to librarians and the public.	1
20)	Maintains Order-receiving office files.	1
21)	Confers with sales representatives.	1
22)	Supervises the maintenance of specialized equipment.	1
23)	Reports on problem areas and recommends policy and procedural changes.	1

SENIOR LIBRARY CLERK

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CLASS SPECIFICATION

SENIOR LIBRARY CLERK

Nature of Work

This is clerical library work of a less routine nature.

Work involves responsibility for performing clerical tasks involved in assisting in major areas of library operations. Work follows established practices and procedures and, although subject to supervision and review by a superior, the employee is expected to perform independently after a reasonable amount of training and indoctrination. Work is reviewed through conferences, periodic evaluation of performance, and inspection.

Illustrative Examples of Work

Directs the maintenance of book, serial publications, or audio-visual collections.

Assists in conducting community services activities, including service to the blind and physically limited, extramural collections, and shut-in service.

Trains and supervises library clerks, aides, and temporary workers.

Provides general clerical assistance, initiates correspondence, and maintains records and files; maintains accounts.

Answers and routes telephone calls; provides general information on the use of the Library; assists the public in locating materials; gives directional information.

Orders, receives, records, and processes serial publications and government documents.

Desirable Knowledges, Abilities, and Skills

Considerable knowledge of library resources, policies, and procedures.

Ability to establish and maintain effective working relationships with employees, patrons, and others contacted in the course of work.

Ability to communicate with the public in person and by telephone.

Ability to learn standard library tasks readily and to adhere to prescribed routines.

Ability to work quickly under pressure without close supervision.

Ability to perform moderately difficult clerical and record keeping tasks.

Ability to understand and follow oral and written instructions.

Ability to operate a typewriter with speed and accuracy.

Desirable Training and Experience

At least one year's experience in library work.

Graduation from a standard high school or GED test.

Job Title	AUDIO-VISUAL ASSISTANT
Class Title	Senior Library Clerk
Reports to	Head — Audio-visual Division
Supervises	Audio-visual Clerks and Aides
Location	Main library

Summary. The Audio-visual Assistant, under the direction of the Head — Audio-visual Division, directs the circulation and maintenance of audio-visual materials; schedules and supervises clerks and aides assigned to the Audio-visual Division.

Duties		Percent
1)	Directs and performs the inspection, cleaning, repairing, and maintenance of audio-visual materials.	15
2)	Directs and performs the booking and charging of audio-visual materials.	12
	May consult Circulation Control personnel.	
3)	Directs and performs the discharging of audio-visual materials.	12
4)	Supervises personnel; prepares schedules, work assignments, and time worked records.	10
	May consult Library Administrative Office.	
5)	Maintains divisional office files; prepares statistics and reports.	10
	May consult Library Administrative Office.	
6)	Prepares performance evaluations; interviews applicants for positions.	5
7)	Interprets and explains Audio-visual policies and procedures to the public.	5
	May consult Circulation Control personnel.	
8)	Directs and performs procedures for retrieving overdue films.	5
	May consult Circulation Control personnel.	
9)	Assists the public in the identification and location of audio-visual resources and in the interpretation of the film collection.	5

AUDIO-VISUAL ASSISTANT

Duties		Percent
10)	Coordinates materials reserved, overdues, damage, and fine procedures.	5
	Must consult Circulation Control personnel.	
11)	Maintains film collection catalog.	4
12)	Under the direction of the Audio-visual Librarian, supervises processing of audio-visual materials.	3
	May consult Technical Services personnel.	
13)	Receives instruction and training; attends staff meetings.	2
14)	Conducts in-service training for Audio-visual clerks and aides.	2
15)	Counts cash and transfers money.	1
	Must notify Circulation personnel.	
16)	Inventories, requests, and maintains supplies.	1
	May consult Library Administrative Office.	
17)	Attends meetings and conferences.	1
18)	Inspects and reports on condition of equipment.	1
19)	Reports on problem areas and recommends procedural changes.	1

Job Title	CHILDREN'S ASSISTANT
Class Title	Senior Library Clerk
Reports to	Head — Children's Division
Supervises	Aides
Location	Main library

Summary. The Children's Assistant provides general clerical assistance to the professional staff of the Children's Division and maintains records and files.

Duties		Percent
1)	Initiates, consolidates, and types correspondence, reports, and schedules; maintains files; does related clerical work.	35
2)	Assists in preparation of and types brochures and press releases.	20
3)	Prepares formats for publicity announcements, book lists, and flyers; initiates and types layouts; orders printing; arranges for distribution.	10
4)	Compiles statistics.	8
5)	Locates and assembles materials for staff use.	5
6)	Photocopies Division materials.	5
7)	Supervises personnel; prepares schedules, work assignments, and time worked records.	5
8)	Conducts in-service training.	2
9)	Prepares work performance evaluations; interviews applicants for positions.	2
10)	Receives instruction and training; attends staff meetings.	2
11)	Receives and routes mail.	1
12)	Performs bibliographic checking.	1
13)	Orders information file materials requiring payment. May consult Library Administrative Office.	1
14)	Inventories, requests, and maintains Division supplies. May consult Library Administrative Office.	1
15)	Assists in programs.	1
16)	Reports on problem areas and recommends procedural changes.	1

Job Title	COMMUNITY SERVICES ASSISTANT
Class Title	Senior Library Clerk
Reports to	Community Services Librarian
Supervises	Community Services Aide
Location	Main library

Summary. The Community Services Assistant assists the Community Services Librarian in coordinating Community Services activities and in ordering, maintaining, and circulating resources.

Duties — Percent

SERVICE TO THE BLIND AND PHYSICALLY LIMITED

1) Circulates talking books for the blind by mail from requests or borrower's interest listing, retrieves overdue materials, and maintains circulation records. 35

2) Orders talking books based on borrowers' requests, and maintains order and shelf list records. 10

Must consult Braille Institute which provides materials.

May consult other libraries which provide materials.

3) Contacts borrowers periodically to insure satisfactory service. 7

4) Registers borrowers for talking books for the blind, interprets services to borrowers, and maintains registration records. 5

Must consult Braille Institute for applicant's eligibility.

5) Orders, circulates, maintains, and returns talking book players and accessories. 5

Must consult Braille Institute which provides equipment.

Must consult Library Administrative Office for scheduling Library Delivery Clerk.

6) Assists in reviewing talking book collection and returns materials. 4

7) Reviews the inspection and cleaning of talking books for the blind. 3

8) Circulates braillers and maintains circulation records. 1

Must consult Library Administrative Office for scheduling Library Delivery Clerk.

May consult agencies and organizations concerning patron referrals.

COMMUNITY SERVICES ASSISTANT

Duties		Percent
9)	Assists in the circulation of Braille materials. May consult circulation personnel.	1
	MULTIMEDIA COLLECTIONS	
10)	Coordinates branch library routing of large print books. Must consult branch library circulation supervisors.	2
11)	Prepares order requests for large print and extramural books; maintains large print vendors' file. Must consult Order-receiving personnel.	2
	SHUT-IN SERVICE[1]	
12)	Assists in shut-in service including coordinating and scheduling of personnel, selecting materials from borrowers' requests, interpreting services to borrowers, and maintaining circulation records. May consult other libraries. May consult service organizations.	
	GENERAL DUTIES	
13)	Initiates and prepares correspondence, reports, and statistics; types publicity releases, book lists, and brochures.	10
14)	Maintains Community Services correspondence and files.	5
15)	Supervises personnel; prepares schedules and work assignment.	3
16)	Receives instruction and training.	2
17)	Conducts in-service training.	2
18)	Prepares performance evaluations; interviews applicants for positions.	1
19)	Reports on problem areas and recommends procedural changes.	1

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[1] The Library has not yet activated this service and the amount of time spent is not included in the percentage account of the position.

Job Title	DOCUMENTS ASSISTANT
Class Title	Senior Library Clerk
Reports to	Head — Serial Publications and Documents Division
Supervises	——
Location	Main library

Summary. The Documents Assistant orders, receives, records, and processes Federal, State, and municipal documents; maintains documents collections records.

Duties		Percent
1)	Receives, records, processes, and routes Federal, State, and municipal documents (serial titles, annuals, etc.); maintains records and files.	35
2)	Orders Federal documents (new titles) from shipping lists and samples; records, processes, and routes these documents.	15
3)	Maintains documents records for bound and unbound materials; initiates claims for items not received; follows up on shorts and lost items, transfers, and withdrawals.	15
4)	Searches bibliographic sources for cataloging information concerning documents; orders Library of Congress catalog cards.	5
	May consult Technical Services personnel.	
5)	Orders documents (replacements and added copies), makes renewals, and maintains want list for missing items.	5
6)	Supervises Serial Publications and Documents Aides in the mechanical processing of documents.	5
7)	Withdraws public catalog cards.	5
8)	Conducts in-service training.	3
9)	Assists the Head — Serial Publications and Documents Division in special projects.	3
10)	Interprets documents resources to the staff and public.	3
11)	Receives instruction and training; attends staff meetings.	2

DOCUMENTS ASSISTANT

Duties		Percent
12)	Requests purchase of supplies.	1
13)	Makes reports and compiles statistics.	1
14)	Maintains documents budget accounts.	1
15)	Reports on problem areas and recommends procedural changes.	1

Job Title	INFORMATION ASSISTANT[1]
Class Title	Senior Library Clerk
Reports to	Information Supervisor
Supervises	——
Location	Main library

Summary. The Information Assistant stationed at the information desk answers and routes telephone calls, provides general information on the use of the library, assists the public in locating materials, and gives directional information.

Duties		Percent
1)	Answers the telephone and routes calls (main library public service areas).	20
2)	Explains library resources and services and gives directional information (in person).	20
3)	Performs specialized duties by assignment (e.g., assigns subject headings to information file materials).	15
4)	Assists the public in the use of the author-title card catalog and in the location of library materials.	10
5)	Identifies library materials from telephone requests.	10
6)	Screens information requests and refers reference questions to reference librarians.	6
7)	Provides basic ready reference information from sources located at the information desk (dictionaries, almanacs, directories, gazetteers, etc.).	5
8)	Receives book requests; edits and completes forms with additional bibliographic information.	5
9)	Maintains desk information files in order to provide ready reference and general information including community events and activities in the area.	3
10)	Receives instruction and training; attends staff meetings.	2
11)	Interprets trade bibliographc information to the public from sources at the information desk.	1

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[1] Because of the physical demands of working with the public, this job, as with that of Reference Librarian, is scheduled in shifts, and the person holding this position is assigned other job related duties when off the desk. The amount of time spent in off-desk duties is not included in the percentage account of this position.

INFORMATION ASSISTANT

Duties		Percent
12)	Conducts library tours.	1
13)	Assists the public in the use of photocopiers and typewriters, makes service requests, and changes photocopier paper.	1
	May consult Library Administrative Office.	
14)	Reports on problem areas and recommends procedural changes.	1

Job Title	ORDER-RECEIVING BOOKKEEPER
Class Title	Senior Library Clerk
Reports to	Order-receiving Supervisor
Supervises	——
Location	Main library

Summary. The Order-receiving Bookkeeper maintains book accounts, initiates correspondence, and maintains records.

	Duties	Percent
1)	Maintains book budget and catalog card accounts; coordinates accounts with City Finance Department.	50
	May consult City Finance personnel.	
	May consult librarians concerned.	
2)	Receives library materials, including the inspecting and comparing of invoices and orders.	25
3)	Initiates correspondence concerning book accounts.	5
4)	Enters and annotates new materials in the filled order file; routes materials.	3
5)	Confers with vendors concerning shipments, problems, discounts, etc.	3
6)	Verifies Library holdings with vendors' lists.	2
7)	Maintains publishers' plans and subscription plans accounts.	2
8)	Receives instruction and training; attends staff meetings.	2
9)	Performs bibliographic searching.	2
10)	Prepares periodic budget reports concerning divisional book accounts.	1
	Must notify librarians concerned.	
11)	Orders, receives, and processes catalog cards.	1
12)	Assists the Supervisor in specific assignments.	1
13)	Confers with sales representatives.	1
14)	Maintains leased books contract accounts.	1
15)	Reports on problem areas and recommends procedural changes.	1

Job Title	SERIAL PUBLICATIONS ASSISTANT
Class Title	Senior Library Clerk
Reports to	Head — Serial Publications and Documents Division
Supervises	Serials and Documents Aide
Location	Main library

Summary. The Serial Publications Assistant orders, receives, records, processes, and routes serial publications; maintains serials collections records.

Duties		Percent
1)	Receives, records, processes, and routes serial publications, including periodicals and microforms.	25
2)	Sorts and routes all incoming mail.	15
3)	Maintains serials budget accounts.	10
4)	Maintains serials records for bound and unbound materials, including follow-up on shorts and lost items, transfers, and withdrawals.	10
5)	Supervises Aides in the maintenance of the serials collection; prepares schedules, work assignments, and time worked records.	10
6)	Prepares and receives bindery shipments.	6
7)	Orders and renews serial publications; maintains want list for missing items.	5
8)	Makes reports and compiles statistics.	5
9)	Conducts in-service training for Serials Clerks and Aides.	3
10)	Assists the Head — Serial Publications and Documents Division in special projects.	2
11)	Coordinates receipt and maintenance of branch library serials collections.	2
12)	Receives instruction and training; attends staff meetings.	2
13)	Interprets serials resources to the staff and public.	2
14)	Inventories, maintains, and requests purchase of Division supplies.	1

SERIAL PUBLICATIONS ASSISTANT

Duties		Percent
15)	Withdraws public catalog cards.	1
16)	Reports on problem areas and recommends procedural changes.	1

Job Title	STACK MAINTENANCE ASSISTANT
Class Title	Senior Library Clerk
Reports to	Circulation Supervisor (main library)
Supervises	Circulation Aides
Location	Main library

Summary. The Stack Maintenance Assistant directs the maintenance of public and closed-shelf cataloged book collection, and trains and supervises Circulation Aides assigned to this function.

Duties		Percent
1)	Supervises Circulation Aides assigned to stack maintenance.	40
2)	Performs circulation desk routines.	20
3)	Surveys stack conditions; surveys stack space requirements and determines shifting required.	10
4)	Conducts in-service training for Circulation Aides.	5
5)	Routes library materials.	4
6)	Performs stack maintenance work.	4
7)	Clears cash register, counts cash, and transfers money to the City Finance Department.	3
8)	Sets up circulation desks, including the preparation of transaction cards.	3
9)	Prepares performance evaluations.	2
10)	Surveys library materials for damage.	2
11)	Supervises Circulation Aides who insert security detection strips in library materials.	2
12)	Receives instruction and training; attends staff meetings.	2
13)	Prepares shelving and shelf reading schedules.	2
14)	Reports on problem areas and recommends procedural changes.	1

LIBRARY CLERK

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CLASS SPECIFICATION

LIBRARY CLERK

Nature of Work

This is clerical and routine library work.

Work involves responsibility for performing routine library and related clerical tasks in the various phases of library operations. The work is of a routine and non-professional nature and may involve varying degrees of public contact. Work follows established practices and procedures, and although subject to close supervision and review by a superior, the employee is expected to perform standard library routines independently after a reasonable amount of training and indoctrination. Work is reviewed through conferences, periodic evaluation of performance, and inspection.

Illustrative Examples of Work

Charges and discharges library materials; registers borrowers and performs procedures for the retrieval of overdue library materials; performs procedures for reserving library materials.

Reviews and verifies cataloging information, processes added copies, types catalog cards and labels, and maintains records; sorts and files catalog cards; prepares and receives bindery shipments.

Orders and receives library materials; performs bibliographic searching.

Maintains film collections.

Provides general clerical assistance; types correspondence, reports, and publicity; maintains office files.

Assists in preparing for programs.

Desirable Knowledges, Abilities, and Skills

Ability to establish and maintain effective working relationships with library patrons and employees.

Ability to learn standard library tasks readily and to adhere to prescribed routines.

Ability to perform routine clerical and record keeping tasks.

Ability to understand and follow oral and written instructions.

Ability to pass a typing test at 40 wpm.

Desirable Training and Experience

At least three months library work.

Graduation from a standard high school or GED test.

Job Title	ADULT SUBJECT COLLECTION CLERK
Class Title	Library Clerk
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Adult Subject Collection Clerk reviews and verifies cataloging information and types catalog cards for first copies of adult subject materials.

Duties		Percent
1)	Types catalog cards from cataloging information (MARC-ficne, CIP, NUC, work slip, title page).	40
	May consult cataloging librarians and librarians assigned collections.	
2)	Transcribes descriptive cataloging.	20
3)	Reviews, verifies, and overtypes catalog cards.	10
4)	Sorts and files catalog cards and records.	10
5)	Assists in Technical Services projects and functions as required.	5
6)	Operates equipment for catalog card reproduction; coordinates catalog card reproduction for Serial Publications and Documents Division.	3
	May consult Serial Publications and Documents personnel.	
7)	Supervises the maintenance of the shelf list files.	2
8)	Confers with Technical Services librarians and librarians assigned collections concerning problems.	2
	May consult librarians concerned.	
9)	Receives instruction and training; attends staff meetings.	2
10)	Supervises Library Aides who assist in processing.	1
11)	Maintains authority files.	1
12)	Inventories, maintains, and requests purchase of Division supplies.	1
	Must consult other divisions using specialized supplies.	

ADULT SUBJECT COLLECTION CLERK

Duties		Percent
13)	Affixes inside identification labels when received with printed cards.	1
14)	Photocopies and tips in replacement pages; prepares damage reports.	1
15)	Reports on problem areas and recommends procedural changes.	1

Job Title	**ADULT SUBJECT COLLECTION MAINTENANCE CLERK**
Class Title	Library Clerk
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Adult Subject Collection Maintenance Clerk processes added copies of adult subject materials, transfers copies, withdraws copies and titles, and maintains records.

Duties		Percent
1)	Types catalog cards from shelf list information, including catalog card changes and additions.	25
	May consult cataloging librarians and librarians assigned collections.	
2)	Withdraws, transfers, and reinstates copies and titles; completes withdrawal/replacement forms; adjusts filled order file records; maintains statistics.	25
	May consult Circulation Control staff.	
3)	Assembles copies and records of adult subject materials from all libraries for cataloging and classification changes as required.	20
	May consult Library staff from other divisions concerning problems.	
4)	Sorts and files catalog cards and records.	10
5)	Assists in Technical Services projects and functions as required.	4
6)	Withdraws public catalog cards, changes plastic location/collection card covers.	3
7)	Confers with Technical Services librarians and librarians assigned collections concerning problems.	2
	May consult librarians concerned.	
8)	Supervises Library Aides who assist in processing.	2
9)	Maintains withdrawn titles file.	2
10)	Supervises the maintenance of shelf list files as assigned.	2

ADULT SUBJECT COLLECTION MAINTENANCE CLERK

Duties		Percent
11)	Receives instruction and training; attends staff meetings.	2
12)	Operates equipment for catalog card reproduction.	2
13)	Reports on problem areas and recommends procedural changes.	1

Job Title	AUDIO-VISUAL CLERK
Class Title	Library Clerk
Reports to	Audio-visual Assistant
Supervises	——
Location	Main library

Summary. The Audio-visual Clerk maintains film collections and performs duties involved in the charging and discharging of audio-visual materials.

Duties		Percent
1)	Inspects, cleans, repairs, and maintains films (employing automated film inspection equipment), film strips, microfilm, and slides.	25
2)	Books and charges audio-visual materials; collects insurance fees. May consult Circulation Control personnel.	10
3)	Discharges audio-visual materials; collates materials for damage; determines fine assessemnts for overdue materials and damage; collects fines.	10
4)	Processes audio-visual materials not processed by the Technical Services Division.	10
5)	Performs typing related to Division activities.	10
6)	Maintains Audio-visual Division catalogs, files, and records.	10
7)	Assists the public in the identification and location of audio-visual resources and in the interpretation of the film collection.	5
8)	Performs Audio-visual opening and closing procedures.	5
9)	Explains Audio-visual policies and procedures to the public.	4
10)	Maintains visifile of audio-visual materials on reserve; searches for reserved audio-visual materials.	2
11)	Receives instruction and training; attends staff meetings.	2
12)	Operates, demonstrates, and explains operation of audio-visual equipment.	1
13)	Assists in programs.	1

AUDIO-VISUAL CLERK

Duties		Percent
14)	Receives and prepares audio-visual materials for shipment.	1
15)	Performs procedures for retrieving overdue films.	1
16)	Routes audio-visual materials to other locations.	1
17)	Performs bibliographic checking.	1
18)	Reports on problem areas and recommends procedural changes.	1

Job Title	BIBLIOGRAPHIC CLERK
Class Title	Library Clerk
Reports to	Order-receiving Supervisor
Supervises	——
Location	Main library

Summary. The Bibliographic Clerk searches catalogs, files, and bibliographic sources to determine holdings and to verify cataloging information.

Duties		Percent
1)	Searches adult filled order and outstanding order files to determine holdings.	25
	May consult Adult Book Coordinator.	
2)	Searches MARCfiche, National Union Catalog, and related bibliographic sources for cataloging information; prepares work slips.	20
3)	Searches children's filled order and outstanding order files to determine holdings.	15
	May consult Children's Book Coordinator.	
4)	Verifies and completes book order information from bibliographic order sources.	10
5)	Searches Library shelf list files, public catalogs, bindery files and various related Library files for information verification and location.	6
6)	Searches audio-visual catalogs and files for holdings and information verification.	5
	May consult Audio-visual librarians.	
7)	Searches serial publications and documents catalogs and files for holdings and information verification.	5
	May consult Serial Publications and Documents staff.	
8)	Sorts and files catalog cards and records.	5
9)	Confers with Technical Services librarians and librarians assigned collections concerning problems.	3
	May consult librarians concerned.	

BIBLIOGRAPHIC CLERK

Duties		Percent
10)	Assists in special projects and other Technical Services functions as required.	3
11)	Receives instruction and training; attends staff meetings.	2
12)	Reports on problem areas and recommends procedural changes.	1

Job Title	BINDERY CLERK
Class Title	Library Clerk
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Bindery Clerk prepares and receives bindery shipments and maintains records.

Duties		Percent
1)	Annotates title pages of materials with instructions to binder.	40
2)	Packs and unpacks library bindery shipments.	15
3)	Evaluates materials for binding.	15
4)	Attaches records to returned bindery materials and routes to appropriate processing station.	10
5)	Separates materials for different types of binding.	5
6)	Prepares purchase requisitions and maintains bindery account.	5
7)	Confers with Technical Services librarians concerning problems.	4
8)	Supervises Library Aides and others who assist in bindery preparation.	3
9)	Receives instruction and training; attends staff meetings.	2
10)	Reports on problem areas and recommends procedural changes.	1

Job Titles	CIRCULATION CLERK (branch library)
Class Title	Library Clerk
Reports to	Circulation Supervisor (branch library)
Supervises	——
Location	Branch library

Summary. The Circulation Clerk (branch library) charges and discharges library materials and performs other job related duties.

Duties		Percent
1)	Charges and discharges library materials, collates materials for damage, receives fines, and performs other circulation-related duties.	50
2)	Registers borrowers; determines geographical area of registrants; assists applicants in completing forms; verifies registration from main library.	10
	Must consult main library Circulation Control personnel.	
3)	Files and withdraws catalog cards.	10
4)	Performs job related duties assigned by the Circulation Supervisor (branch library).	7
5)	Explains Library circulation policies, including those on fines and damage, to the public.	6
6)	Reserves library materials including maintenance of the visifile.	5
7)	Receives and routes library materials.	5
8)	Receives instruction and training; attends staff meetings.	3
9)	Maintains large print collection.	3
10)	Reports on problem areas and recommends procedural changes.	1

Job Title	CIRCULATION CLERK (main library)
Class Title	Library Clerk
Reports to	Circulation Supervisor (main library)
Supervises	——
Location	Main library

Summary. The Circulation Clerk discharges library materials and performs related circulation duties.

Duties		Percent
1)	Accepts returned library materials; removes transaction cards; collates materials for damage; determines fine assessments for overdue materials; takes in money and makes change.	50
2)	Searches visifile for library materials on reserve.	15
3)	Explains Library circulation policies, including those on fines and damage, to the public; gives directional information.	8
4)	Sorts returned library materials.	5
5)	Cleans plastic covers, erases markings, and covers books.	5
6)	Performs job related duties assigned by the Circulation Supervisor.	3
7)	Receives instruction and training; attends staff meetings.	3
8)	Sets up circulation desks, including the preparation of transaction cards.	3
9)	Clears cash register at closing.	2
10)	Routes library materials to branch libraries.	2
11)	Completes fine slips for overdue materials returned in autopages.	2
12)	Maintains lost and found articles.	1
13)	Reports on problem areas and recommends procedrual changes.	1

Job Title	CIRCULATION CONTROL CLERK
Class Title	Library Clerk
Reports to	Circulation Control Supervisor
Supervises	——
Location	Main library

Summary. The Circulation Control Clerk registers borrowers and performs procedures for the retrieval of overdue library materials.

Duties		Percent
1)	Registers borrowers; assists applicants in completing registration forms; verifies registration information; types borrowers' cards; files registration cards; prepares borrowers' cards for mailing.	25
2)	Maintains and verifies registration records.	20
3)	Types and files overdue notices and withdrawal slips.	15
4)	Telephones delinquent borrowers.	10
5)	Interprets and explains registration and overdues policies to the public.	5
6)	Supplies information concerning overdue materials from circulation control records.	5
7)	Files complaints for the Small Claims Court.	4
8)	Enters data from delinquent borrower list on credifier.	4
9)	Enters data from delinquent borrower list on computer terminal.	3
10)	Receives instruction and training; attends staff meetings.	2
11)	Performs special projects as required.	1
12)	Operates microform reader-printer and makes microfilm prints.	1
13)	Collects computer produced printouts from data processing.	1
14)	Records registration statistics.	1
15)	Processes special registration for school class visits.	1

CIRCULATION CONTROL CLERK

Duties		Percent
16)	Searches stacks for materials claimed returned or lost.	1
17)	Reports on problem areas and recommends procedural changes.	1

Job Title	GRAPHIC DESIGNER
Class Title	Library Clerk
Reports to	Exhibits Librarian
Supervises	——
Location	Main library

Summary. The Graphic Designer prepares signs, posters, and displays, and illustrates brochures designed to promote library programs and materials.

Prerequisite. Artistic ability, creativity, imagination, and initiative are of prime importance for this position. The designer should be able to take an idea and convert it into a persuasively attractive display which will be both eye-catching and informative. He/she should be able to work with neatness and reasonable speed. He/she should have a working knowledge of a variety of artistic techniques, including collage, montage, and paper sculpture, as well as the more convential sign and poster media. He/she should be familiar with graphic art and be able to design and execute attractive publications such as bibliographies, bookmarks, and special announcements.

Duties		Percent
1)	Designs and prepares signs and posters.	50
	May consult staff of other divisions.	
2)	Designs and illustrates publications such as book lists, bookmarks, announcements, and staff manuals.	25
	May consult staff of other divisions.	
3)	Designs and prepares displays and special projects.	10
	May consult staff of other divisions.	
4)	Designs and prepares decorations for holidays and special occasions.	10
	May consult staff of other divisions.	
5)	Assists the Exhibits Librarian in planning and supervising the mounting of special exhibits and the maintenance of circulating exhibits.	2
6)	Receives instruction and training.	1
7)	Selects art materials and supplies.	1
8)	Reports on problem areas and makes recommendations.	1

Job Title	INTERLIBRARY LOAN CLERK
Class Title	Library Clerk
Reports to	Circulation Supervisor (main library)
Location	Main library

Summary. The Interlibrary Loan Clerk requests and returns library materials from other libraries.

Duties		Percent
1)	Requests library materials from State Library or other libraries on standard ILL forms.	50
	May consult reference librarians or Information Assistants.	
2)	Prepares returned library materials for mailing to issuing library; reimburses with postage as required.	20
3)	Maintains ILL file.	10
4)	Prepares and mails postal reserves to borrowers.	5
5)	Prepares library materials for mailing to borrowing libraries.	5
6)	Searches shelves for requested materials.	4
7)	Receives instruction and training; attends staff meetings; attends meetings and conferences.	2
8)	Posts reserves on visifile for requested materials.	1
9)	Maintains ILL statistics.	1
10)	Requests forms and supplies.	1
	Must consult Library Administrative Office.	
11)	Reports on problem areas and recommends procedural changes.	1

Job Title	LIBRARY MESSENGER
Class Title	Library Clerk
Reports to	Circulation Control Supervisor
Supervises	—
Location	Main library

Summary. The Library Messenger retrieves overdue library materials by personally contacting delinquent borrowers at their residences.

Duties		Percent
1)	Contacts delinquent borrowers at their residences; interprets and explains Library circulation policies when required.	70
2)	Records and reports on action taken.	10
3)	Obtains information about delinquent borrowers who have moved.	10
4)	Receives instruction and training.	5
5)	Picks up and returns City vehicle.	3
	Must consult City department concerned.	
6)	Records mileage and hours worked.	1
7)	Reports on problem areas and recommends procedural changes.	1

Job Title	MULTIMEDIA MATERIALS CLERK
Class Title	Library Clerk
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Multimedia Materials Clerk reviews and verifies cataloging information and types catalog cards for first copies; processes added copies, transfers copies, withdraws copies and titles, and maintains records for adult fiction, children's materials, and audio-visual materials.

Duties		Percent
1)	Types catalog cards from cataloging information (CIP, NUC, work slip, title page, shelf list), including catalog card changes and additions.	25
	May consult cataloging librarians and librarians assigned collections.	
2)	Withdraws, transfers, and reinstates copies and titles; completes withdrawal/replacement forms; adjust filled order file records; maintains statistics.	20
	May consult Circulation Control staff.	
3)	Determines collection designation (adult fiction); transcribes descriptive cataloging; assigns subject headings (adult fiction).	15
4)	Assembles copies and records of multimedia materials from all libraries for cataloging and classification changes as required.	10
	May consult Library staff from other divisions concerning problems.	
5)	Sorts and files catalog cards and records.	10
6)	Assists in Technical Services projects and functions as required.	4
7)	Withdraws public catalog cards, changes plastic location/collection card covers.	3
8)	Operates equipment for catalog card reproduction.	2
9)	Confers with Technical Services librarians and librarians assigned collections concerning problems.	2
	May consult librarians concerned.	

MULTIMEDIA MATERIALS CLERK

Duties		Percent
10)	Supervises Library Aides who assist in processing.	2
11)	Maintains withdrawn titles file.	2
12)	Receives instruction and training; attends staff meetings.	2
13)	Supervises the maintenance of shelf list files.	1
14)	Maintains authority files.	1
15)	Reports on problem areas and recommends procedural changes.	1

Job Title	MULTIMEDIA MATERIALS PROCESSING CLERK
Class Title	Library Clerk
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Multimedia Materials Processing Clerk completes final mechanical processing of library multimedia materials.

Duties		Percent
1)	Types and affixes identification labels.	50
2)	Edits library materials after processing (compares typed catalog cards with library materials, verifies notations on materials, verifies labels); records statistics.	35
3)	Sorts and files catalog cards.	4
4)	Confers with Technical Services librarians and librarians assigned collections concerning problems.	3
	May consult librarians concerned.	
5)	Assists in Technical Services projects and functions as required.	2
6)	Receives instruction and training; attends staff meetings.	2
7)	Supervises the assembling, boxing, and transporting of library multimedia materials and equipment.	1
8)	Mends books on a project basis.	1
9)	Supervises Library Aides who assist in processing.	1
10)	Reports on problem areas and recommends procedural changes.	1

Job Title	ORDER-RECEIVING CLERK
Class Title	Library Clerk
Reports to	Order-receiving Supervisor
Supervises	——
Location	Main library

Summary. The Order-receiving Clerk orders and receives library materials.

Duties		Percent
1)	Enters and annotates new materials in the filled order file; routes materials entered.	40
2)	Assists in receiving library materials, including the inspecting and comparing of invoices and orders.	15
3)	Prepares orders for library materials.	15
4)	Orders and receives catalog cards, annotates filled order files, matches cards with library materials, and routes materials and cards.	7
5)	Performs general clerical duties.	5
6)	Verifies Library holdings with vendors' lists.	5
7)	Performs bibliographic searching.	3
8)	Assists the supervisor in specific assignments.	2
9)	Assists in Technical Services projects and functions as required.	2
10)	Receives instruction and training; attends staff meetings.	2
11)	Maintains vendors' and publishers' catalogs and announcements.	1
12)	Packs and ships library materials.	1
13)	Maintains specialized equipment.	1
14)	Reports on problem areas and recommends procedural changes.	1

Job Title	RESERVE CONTROL CLERK
Class Title	Library Clerk
Reports to	Circulation Supervisor (main library)
Supervises	——
Location	Main library

Summary. The Reserve Control Clerk performs procedures for reserving library books within the Library system.

Duties		Percent
1)	Determines, from Technical Services files, the number and location of books available for reserve or to be considered for ordering. May consult Technical Services staff. Must notify order librarians.	25
2)	Searches for books listed on reserve cards. May consult Technical Services staff.	25
3)	Inspects reserve cards to insure completeness; types and processes reserve cards, including posting on visifile.	20
4)	Receives and relays information on books between libraries in order to coordinate visifile postings. Must consult branch library personnel.	10
5)	Makes periodic inspections of visifile; conducts further searches and reports books lost. Must notify Technical Services staff of lost books.	10
6)	Maintains reserve on-order list. May consult Order-receiving staff.	4
7)	Collects reserve cards, including those for mailing to borrowers. May consult Audio-visual staff.	2
8)	Receives instruction and training; attends staff meetings.	2
9)	Maintains shelf list of books on contract.	1
10)	Reports on problem areas and recommends procedural changes.	1

Job Title	SERIALS AND DOCUMENTS PROCESSING CLERK
Class Title	Library Clerk
Reports to	Head — Serial Publications and Documents Division
Supervises	——
Location	Main library

Summary. The Serials and Documents Processing Clerk reviews and verifies catalog records, types catalog cards and labels for serial publications and documents, and maintains shelf lists.

Duties		Percent
1)	Types catalog cards from cataloging information; reviews, verifies, and overtypes Library of Congress and other catalog cards.	30
2)	Processes new books (documents, monographs, annuals, etc.) including the typing of labels.	25
3)	Processes books being transferred.	12
4)	Assists the Serial Publications Assistant in receiving and processing serial publications.	10
5)	Withdraws public catalog cards.	5
6)	Assembles catalog cards for filing.	5
7)	Receives instruction and training; attends staff meetings.	3
8)	Confers with Technical Services librarians concerning problems.	3
	May consult Technical Services personnel.	
9)	Assists in special projects.	2
10)	Assists the public in the use of microforms, reader-printers.	2
11)	Requests purchase of supplies.	1
12)	Maintains title and subject visifiles.	1
13)	Reports on problem areas and recommends procedural changes.	1

Job Title	SPANISH SERVICE CLERK
Class Title	Library Clerk
Reports to	Librarian for Service to the Spanish Speaking
Location	Main library

Summary. The Spanish Service Clerk provides clerical assistance to the Librarian for Service to the Spanish Speaking and assists in planning and coordinating activities related to the Library's program of service to the Spanish speaking.

Prerequisite. Must be able to communicate effectively in both Spanish and English.

	Duties	Percent
1)	Types correspondence, publicity releases, book lists, studies and reports, and translated material.	25
2)	Searches bibliographic sources for cataloging information; prepares work slips. May consult cataloging librarians.	15
3)	Illustrates and letters posters and other public relations material. May consult Audio-visual exhibit personnel.	15
4)	Types and maintains entries for Spanish language adult filled order file. May consult Order-receiving staff.	10
5)	Assists in planning and conducting programs.	10
6)	Receives instruction and training.	6
7)	Assists Spanish speaking patrons.	5
8)	Assists in the maintenance of the adult Spanish language collection.	5
9)	Processes information file materials in Spanish.	3
10)	Maintains office files.	3
11)	Compiles statistics.	2
12)	Reports on problem areas and recommends procedural changes.	1

Job Title	YOUNG ADULT CLERK
Class Title	Library Clerk
Reports to	Young Adult Librarian
Supervises	——
Location	Main library

Summary. The Young Adult Clerk provides clerical assistance to the Young Adult Librarian and assists in preparing for programs.

Duties		Percent
1)	Types correspondence, studies and reports, and publicity releases.	30
2)	Assists in preparation of and types booklists and brochures.	30
3)	Assists in preparing for programs.	15
4)	Maintains office files.	5
5)	Assists in special projects as required.	5
6)	Illustrates and letters posters and other public relations materials.	3
	May consult Audio-visual exhibit personnel.	
7)	Performs bibliographic checking.	3
	May consult Technical Services staff.	
8)	Receives instruction and training.	3
9)	Assists in the maintenance of the young adult collection.	3
10)	Compiles statistics.	2
11)	Reports on problem areas and recommends procedural changes.	1

LIBRARY AIDE

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CLASS SPECIFICATION

LIBRARY AIDE

Nature of Work

This is routine sub-clerical work in a library.

Work involves performing a wide variety of tasks, necessary to the operation of a library, which require no previous experience or training to accomplish. Work is performed under the direct supervision of a superior, who assigns specific tasks and observes results of finished work.

Illustrative Examples of Work

Sorts and shelves library materials; reads shelves for proper order.

Charges library materials; verifies library cards.

Cleans and inspects sound recordings.

Reinforces and mends magazines.

Sorts catalog cards.

Assists in the maintenance of information files.

Operates film projection equipment.

Performs materials handling of library materials, supplies, and equipment.

Desirable Knowledges, Abilities, and Skills

Ability to learn quickly and retain knowledge.

Ability to understand and follow written and oral instructions.

Ability to file alphabetically and numerically.

Ability to work without continuous supervision.

Ability to perform light manual tasks.

Job Title	AUDIO-VISUAL AIDE
Class Title	Library Aide
Reports to	Audio-visual Assistant
Supervises	——
Location	Main library

Summary. The Audio-visual Aide cleans and inspects sound recordings and maintains audio-visual shelves.

	Duties	Percent
1)	Cleans sound recordings and inspects for damage; compares returned sound recordings with reserve list.	30
2)	Removes transaction cards from returned sound recordings and replaces with temporary slips; maintains daily circulation count.	20
	May notify Circulation Control staff.	
3)	Sorts and shelves audio-visual materials.	20
4)	Performs final mechanical processing of audio-visual materials.	10
5)	Reads audio-visual shelves.	5
6)	Receives instruction and training.	5
7)	Searches audio-visual shelves for requested materials.	3
8)	Performs general maintenance of the audio-visual area.	2
9)	Assists in special projects.	1
10)	Assists in programs and displays.	1
	May consult staff of other divisions.	
11)	Assists in the operation of audio-visual equipment as required.	1
12)	Updates Phonolog.	1
13)	Reports on problem areas and makes recommendations.	1

Job Title	CHILDREN'S LIBRARY AIDE
Class Title	Library Aide
Reports to	Children's Assistant
Supervises	——
Location	Main library

Summary. The Children's Library Aide performs routine duties connected with the distribution and maintenance of Children's Division materials.

Duties		Percent
1)	Assists in preparing and sorting publicity materials, including stuffing and addressing envelopes for mailing and distribution.	15
2)	Picks up books and other library materials and straightens furniture.	10
3)	Assists in preparing and packaging materials for programs.	10
4)	Performs materials handling of books, supplies, and equipment.	10
5)	Assists in monitoring programs; distributes brochures and other materials.	10
6)	Sorts and shelves books and other library materials.	8
7)	Receives instruction and training.	6
8)	Assists children's staff in specific assignments.	5
9)	Assists in preparing and packaging school visits materials.	5
10)	Sorts and tabulates program records.	5
11)	Delivers materials.	5
12)	Searches stacks for materials requested by staff.	5
13)	Maintains children's work area.	3
14)	Checks list and cards to determine library holdings.	2
	May consult Technical Services staff.	
15)	Reports on problem areas and makes recommendation.	1

Job Title	CIRCULATION AIDE (branch library)
Class Title	Library Aide
Reports to	Circulation Supervisor (branch library)
Supervises	——
Location	Branch library

Summary. The Circulation Aide (branch library) performs shelf maintenance work and other related jobs.

Duties		Percent
1)	Sorts and shelves books, magazines and newspapers, sound recordings, and other library materials.	40
2)	Shelves magazines and maintains magazine stacks; inserts current issues in display covers and shelves back issues.	15
3)	Cleans and inspects sound recordings.	10
4)	Assists at the circulation desk.	10
5)	Performs miscellaneous circulation-related duties such as covering books, mending books, erasing markings in books, and date stamping transaction cards.	5
6)	Empties book return; completes fine slips.	5
7)	Receives instruction and training.	5
8)	Reads shelves to insure correct arrangement.	3
9)	Picks up books, straightens furniture, and performs general maintenance of the branch.	3
10)	Performs materials handling of books, supplies, and equipment.	1
11)	Shifts books, arranges furniture for programs, and assists in special projects.	1
12)	Searches stacks for requested library materials.	1
13)	Reports on problem areas and makes recommendations.	1

Job Title	CIRCULATION AIDE (main library)
Class Title	Library Aide
Reports to	Circulation Supervisor (main library)/Stack Maintenance Assistant as assigned
Supervises	——
Location	Main library

Summary. The Circulation Aide (main library) performs stack maintenance work, charges library materials, and performs other job related duties.

Duties		Percent
1)	Sorts and shelves books.	45
2)	Inspects borrowers' cards; keys library card numbers into credifier; charges library materials on photocharger.	25
3)	Reads shelves to insure correct arrangement.	7
4)	Receives instruction and training.	5
5)	Performs job related duties such as stuffing and stamping envelopes, assembling brochures, erasing markings in books, cleaning plastic covers, and covering books.	3
6)	Picks up books, straightens furniture, and performs general maintenance of the physical facility.	3
7)	Removes library materials from autopages.	3
8)	Performs materials handling of books, supplies, and equipment.	3
9)	Inserts security detection strips in library materials.	2
10)	Searches stacks for requested library materials.	1
11)	Shifts books and assists in special projects.	1
12)	Date stamps transaction cards.	1
13)	Reports on problem areas and makes recommendations.	1

Job Title	COMMUNITY SERVICES AIDE
Class Title	Library Aide
Reports to	Community Services Assistant
Supervises	——
Location	Main library

Summary. The Community Services Aide maintains Community Services materials and collections.

Duties		Percent
1)	Inspects, cleans, and shelves talking books for the blind.	60
2)	Assembles and packs Community Services materials for mailing.	10
3)	Discharges and shelves returned extramural materials.	10
4)	Assists Technical Services staff in processing extramural materials. May consult Technical Services staff.	7
5)	Prepares extramural materials for routing and maintains location records.	3
6)	Receives instruction and training.	3
7)	Assists Community Services Assistant in miscellaneous duties.	2
8)	Assists in programs and services.	2
9)	Assists Library Delivery Clerk in loading and delivering Community Services materials and equipment.	2
10)	Reports on problem areas and makes recommendations.	1

Job Title	FILM PROJECTIONIST
Class Title	Library Aide
Reports to	Audio-visual Assistant
Supervises	——
Location	Main library

Summary. The Film Projectionist operates film, filmstrips, and slide projectors at public film showings.

	Duties	Percent
1)	Operates film projection equipment, filmstrip and slide projectors, and other audio-visual equipment.	80
2)	Determines operability of film projection equipment before each showing; cleans as required; reports on condition of equipment.	7
3)	Sets up film projection equipment and arranges seating for programs.	5
	May consult person conducting program.	
4)	Transports audio-visual materials and equipment.	3
5)	Instructs the staff and public in the use of projection equipment.	2
6)	Receives instruction and training.	1
7)	Reports attendance count and public reaction.	1
8)	Reports on problem areas and makes recommendation.	1

Job Title	REFERENCE AIDE
Class Title	Library Aide
Reports to	Information Supervisor
Supervises	——
Location	Main library

Summary. The Reference Aide performs duties connected with the maintenance of information files.

Duties		Percent
1)	Sorts and files information file materials; maintains files in correct order.	35
2)	Processes information file materials, including affixing, stamping, and spraying labels.	20
3)	Processes telephone directories, including assigning designation, property stamping, and affixing labels.	20
4)	Reads telephone directory stacks.	10
5)	Receives instruction and training.	5
6)	Completes postcards requesting free information file materials.	2
7)	Checks lists and cards to determine library holdings. May consult Technical Services staff.	2
8)	Assists reference personnel in specific assignments.	2
9)	Delivers materials.	1
10)	Maintains reference work area.	1
11)	Searches stacks and files for materials requested by staff.	1
12)	Reports on problem areas and makes recommendations.	1

Job Title	SERIALS AND DOCUMENTS AIDE
Class Title	Library Aide
Reports to	Serials Publications Assistant
Supervises	——
Location	Main library

Summary. The Serials and Documents Aide sorts, prepares for shelving, shelves, and maintains magazines, newspapers, and microforms.

Duties		Percent
1)	Shelves magazines and maintains magazine stacks.	25
2)	Reinforces and mends magazines.	20
3)	Inserts current issues of magazines in display covers and shelves back issues.	15
4)	Processes (unwraps, alphabetizes, records, staples), shelves, and maintains newspapers; routes back issues to storage shelves.	10
5)	Assists the public in the use of microform reader-printers.	5
6)	Covers selected documents and annuals with plastic.	5
7)	Receives instruction and training.	5
8)	Maintains microform files; withdraws newspapers and magazines when replaced with microform.	4
9)	Assists the Serials and Documents Assistants as required.	3
10)	Assists in special projects.	3
11)	Shelves magazines in adult special collections.	2
12)	Maintains Serials and Documents work area.	1
13)	Pages newspapers.	1
14)	Reports on problem areas and makes recommendations.	1

Job Title	TECHNICAL SERVICES AIDE
Class Title	Library Aide
Reports to	Head — Technical Services Division
Supervises	——
Location	Main library

Summary. The Technical Services Aide sorts catalog cards; performs mechanical processing functions and materials handling.

Duties		Percent
1)	Operates and maintains Technical Services equipment, including electric pasting machine for pocketing, laminator for plastic covers.	25
2)	Assists in withdrawing, transferring, and reinstating library materials (assembles catalog card sets and library materials, annotates records, prepares request slips).	20
3)	Sorts catalog cards and related records.	15
4)	Assists Technical Services personnel in specific assignments (affixes labels, assists in inventories).	7
5)	Assists in bindery preparation (matches shelf list records with books).	5
6)	Assembles, boxes, and transports library multimedia materials and equipment.	5
7)	Unpacks shipments and arranges materials.	3
8)	Receives instruction and training.	3
9)	Shelves library materials; reads shelves.	1
10)	Performs general maintenance of the Technical Services area.	1
11)	Searches stacks for requested materials.	1
12)	Reinforces paperbacks.	1
13)	Reports on problem areas and makes recommendations.	1

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NON-LIBRARY CLASSIFICATIONS

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Class specifications are not included with the positions in this chapter. The class specifications reflect positions which may exist in any City department, and additionally are in need of revision which would have to be accomplished by the City Personnel Department.

Job Title	LIBRARY ADMINISTRATIVE ASSISTANT
Class Title	Administrative Assistant III
Reports to	Library Director
Supervises	——
Location	Main library

Summary. The Library Administrative Assistant assists the Library Director in support activities.

Duties		Percent
1)	Prepares and assists in the preparation of memos, studies, reports, manuals, and publicity materials.	25
2)	Assists in the formulation and administration of the budget; conducts periodic budget review.	12
	Must consult division heads.	
3)	Assists in the administration of non-professional personnel, including assignments, training, evaluation, counseling, and records.	10
	Must consult division heads.	
4)	Assists the Library Director in assigned projects.	10
5)	Coordinates personnel and fiscal policies and administration with City departments.	10
	Must consult City departments involved.	
6)	Edits memos, reports, studies, manuals, and publicity materials.	10
7)	Attends meetings and conferences; reads professional literature; reviews and reports on developments in administrative, personnel, and fiscal areas.	5
8)	Receives instruction and training; attends staff meetings.	5
9)	Reviews departmental payroll.	3
10)	Interviews applicants for positions.	2
11)	Coordinates manpower participant programs in the Library.	2
12)	Adminsters affirmative action program in the Library.	2
13)	Coordinates departmental in-service training program.	2
14)	Reports on problem areas and recommends policy and procedural changes.	2

Job Title	SECRETARY TO THE LIBRARY DIRECTOR
Class Title	Secretary
Reports to	Library Director
Supervises	Library Office Clerk, Library Delivery Clerk
Location	Main library

Summary. The Secretary to the Library Director serves as secretary to the Department Head and coordinates Library Administrative Office activities.

Duties		Percent
1)	Serves as Administrative Office receptionist and appointments secretary to the Library Director.	20
2)	Prepares personnel forms and maintains employee records.	15
	May consult Library employee concerned, City Personnel Office.	
3)	Prepares and verifies departmental payroll.	10
	May consult Library division heads.	
4)	Coordinates Library Administrative Office activities with other City departments; initiates maintenance requests and prepares work orders.	10
	Must consult City departments concerned.	
5)	Takes dictation; initiates and prepares correspondence; types and edits reports, studies, and publicity releases.	8
	May consult City print shop.	
6)	Prepares requisitions and acknowledges receipt of Library supplies and equipment; arranges for equipment maintenance.	6
	Must consult Library personnel affected.	
	May consult City Finance Department personnel.	
7)	Supervises non-professional personnel assigned to the Library Administrative Office; prepares work assignments; prepares performance evaluations; interviews applicants for positions.	5
8)	Maintains schedules of conference rooms and lecture hall.	4
9)	Maintains Administrative Office files.	3
10)	Maintains selected departmental budget records.	2

SECRETARY TO THE LIBRARY DIRECTOR

Duties		Percent
11)	Prepares statistical reports.	2
12)	Requisitions and maintains office supplies.	2
	May consult City Finance Department personnel.	
13)	Serves as secretary to the Library Board.	2
14)	Receives and routes correspondence.	2
15)	Receives instruction and training.	2
16)	Conducts in-service training.	2
17)	Receives, records, and transfers Library fines and fees; maintains petty cash records.	1
18)	Serves as liaison with the Friends of the Library.	1
19)	Maintains office procedural manual.	1
20)	Reports on problem areas and recommends policy and procedural changes.	1

Job Title	LIBRARY OFFICE CLERK
Class Title	Senior Clerk Typist
Reports to	Secretary to the Library Director
Supervises	——
Location	Main library

Summary. The Library Office Clerk types correspondence and studies, composes specialized formats, coordinates the distribution of Library announcements and publications, and maintains office records.

Duties		Percent
1)	Types letters, reports, studies, forms, announcements, brochures, and publicity releases; composes specialized formats.	40
2)	Edits formats and types Library technical publications.	20
3)	Processes requests for Library publications, including receiving and transmitting checks to City Finance Department, mailing publications, maintaining records.	10
	May consult City Finance Department.	
4)	Files correspondence and records.	6
5)	Delivers correspondence to City departments.	3
6)	Makes photocopies.	3
7)	Maintains evaluation file on Library part-time employees.	3
8)	Performs special projects as required.	3
9)	Receives instruction and training.	3
10)	Maintains mailing lists.	2
11)	Maintains office supply inventory; orders supplies.	2
12)	Compiles statistics.	2
13)	Receives and transmits cash to City Finance Department from branch library, main library divisions, and coin operated equipment.	1
14)	Receives and routes office mail.	1
15)	Reports on problem areas and recommends procedural changes.	1

Job Title	LIBRARY DELIVERY CLERK
Class Title	Stores Clerk
Reports to	Secretary to the Library Director
Supervises	——
Location	Main library

Summary. The Library Delivery Clerk delivers library materials using the Library van.

Duties		Percent
1)	Delivers library materials between libraries (inter-city and intra-city). May consult Library division concerned.	40
2)	Delivers and picks up miscellaneous materials (brochures to schools, paperbacks from vendors, film circuit films, library supplies, etc.). Must consult Library staff concerned.	15
3)	Delivers and picks up mail from the post office; insures mail. May consult Library staff concerned.	12
4)	Performs general materials handling (*e.g.*, exhibits and displays), uncrating and assembling, and general maintenance work. May consult Library staff concerned.	5
5)	Maintains the Library van. Must consult City garage personnel for reports and maintenance.	5
6)	Collects gifts of library materials. May consult Library staff concerned.	5
7)	Delivers and picks up Library extramural materials. Must consult Community Services staff.	5
8)	Assists in special projects and other library functions as required.	4

LIBRARY DELIVERY CLERK

Duties		Percent
9)	Receives instruction and training.	2
10)	Delivers, picks up, maintains, and instructs in the use of talking book players.	2
	Must consult Community Services staff.	
11)	Conducts on-job training for substitute delivery clerks.	2
12)	Directs projects involving the moving of library materials and equipment.	1
	May consult Library division concerned.	
	Must consult Library Administrative Office for use of City vehicles.	
13)	Makes house calls for overdue library materials (under supervision of Circulation Control) when Library Messenger is not available.	1
	Must consult Circulation Control personnel.	
14)	Reports on problem areas and recommends procedural changes.	1

Job Title	LIBRARY MONITOR
Class Title	Monitor
Reports to	Circulation Supervisor
Supervises	——
Location	Main library

Summary. The Library Monitor surveys public areas in the Library and parking area to prevent excessive noise, disruption, vandalism, and theft; works in conjunction with loan desk personnel and the security detection system.

Duties		Percent
1)	Monitors Library buildings and grounds.	25
2)	Staffs Monitors' station in circulation area.	20
3)	Responds to detection system alarm and assists Circulation Aide on duty.	10
4)	Inspects briefcases and carrying bags for materials belonging to the Library.	10
5)	Monitors programs.	5
6)	Performs opening and closing routines.	5
7)	Gives directional information.	5
8)	Explains Library building policies to the public.	5
9)	Opens and prepares lecture hall for scheduled programs; provides and operates special equipment as requested; secures lecture hall.	4
10)	Receives instruction and training.	3
11)	Prepares memos and reports.	2
12)	Observes and reports on building maintenance needs.	2
13)	Photocopies and distributes materials.	1
14)	Delivers and picks up materials as requested.	1
15)	Reports on problem areas and recommends procedural changes.	1
16)	Performs other duties as required.	1

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